How to move items around the Moodle page

This applies to Moodle 3.4 from September 2018

Moodle Help & Support

How to move items around the Moodle page

You can easily drag and drop items to move them around a Moodle page. To do this, click on the **Turn editing on** button (top right).

Click and hold to drag the crossed arrows icon next to the section or resource you’d like to move. (indicated on the left of the screenshot below)

**Editing icons**

**Cross / crossed arrows:** Click on and hold down this icon to drag items around the page

**Other editing icons**

**Pencil:** This will edit the title of the resource. Make sure you press Enter to save your changes.

**Edit settings:** This will give you access to the full range of settings for the resource or activity.

**Move right:** This will indent an item to the right hand side. (Once the **Move right** option is used, the **Move left** option will be added to the **Edit** drop down menu)

**Hide:** This makes the item unavailable to students. (The other options are **Show** to make it fully visible or **Make available** which hides it in that particular spot but makes it possible to link to from elsewhere in the module, in the way that orphaned activities used to be linkable: now called stealth activity.)

**Duplicate:** This copies the item, which will then appear below. This is useful for creating multiple items that might share similar information.

**Assign roles:** By assigning a role to a user in a context, you are granting them the permissions contained in that role, for the current context and
all lower contexts. For example, if a user is assigned the role of student in a module, they will also have the role of student for all activities and blocks within the module.

**Delete:** This removes the item. Be sure that you wish to delete the item, as it can be retrieved only for a limited time after deletion. It is kept for 24 hours in the Recycle bin and after that time is gone for good (please contact learning-technologies@nottingham.ac.uk with any problems)

**To restore an item from the Recycle bin**

If an item is accidentally deleted, wait a few minutes for it to appear in the Recycle bin.

- Click the cogwheel for the **Course Administration menu**
- Scroll down to click **Recycle bin**

In the Recycle bin, you will see the deleted item(s)

**Recycle bin**

Contents will be permanently deleted after 1 day.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date deleted</th>
<th>Restore</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.7 Motivation [resource]</td>
<td>Tuesday, 18 September 2018, 4:37 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click on the arrow to restore
- The item will reappear at the bottom of the section it was deleted from
Similar tutorials

The following other resources are also relevant to this topic:

- How to copy or import a resource or activity (or multiple items) from one module to another
- How to manage hidden resources, sections and modules
- How to change the number of topics in my module
- How to navigate around the Moodle page
- Students can't see something in my module - I can see it greyed out
- How can I change the order of the modules on my Dashboard?
- How to navigate to modules NOT in your Module Overview
- How to move or customise the location of blocks
- Magic with Moodle 3 - Layout and Images