The Moodle editing icons & recycle bin

**Moodle Help & Support**

This refers to Moodle 3.6 from July 2019 onward

**Moodle editing icons**

**Step by step**

Navigate to your module (course) and click the **Turn editing on** button (top right).

A number of icons will appear all over the page.

While this can at first appear overwhelming, the icons are the same few repeated, so they will soon become simple to understand and use.

- To edit the name/title of a resource or activity, click the edit icon (pencil) at the end of the name of the item.
- To move an item, click and hold the + icon at the left of the name of the item and drag it to where you want it.
- Click the Edit button at the end of the line to drop down an edit menu to access other editing functions.

**The recycle bin**

Moodle has a **Recycle bin** from which you can restore content that has been deleted. The recycle bin can be found at the bottom of the **Course Administration menu** (Cogwheel icon). Once something has been deleted, there’s a delay (of about 5 minutes) for Moodle to prepare it, then it will be available for restore (it’s not an Undo solution).

Content is kept for 24 hours in the Recycle Bin.