

How to Add and Arrange Content in Moodle

Step 1

Go to the course you would like to work on. In the upper right corner of the course, click **Turn editing on**.

The screenshot shows a Moodle course page for 'Trauma-Informed Care'. The breadcrumb trail is 'Home > Courses > Trauma-Informed Care'. On the left is a 'Settings' sidebar with categories like 'Course administration', 'Switch role to...', 'My profile settings', and 'Site administration'. The main content area is titled 'Topic outline' and shows a 'News forum' with a list of documents, each with a checkmark indicating completion. A red arrow points from the 'Turn editing on' button in the top right corner to the 'Turn editing on' button in the settings sidebar. The right sidebar contains sections for 'Search forums', 'Latest news', 'Upcoming events', and 'Recent activity'.

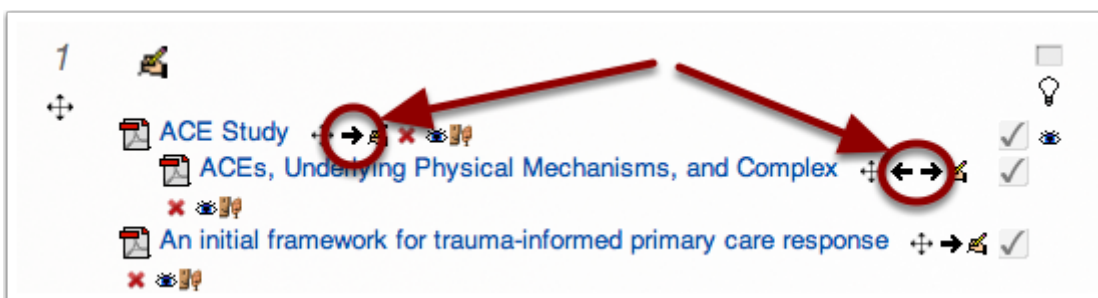
Step 2

To move an item up and down in the list, use the 4 directional arrows icon, and drag the item where you want it.



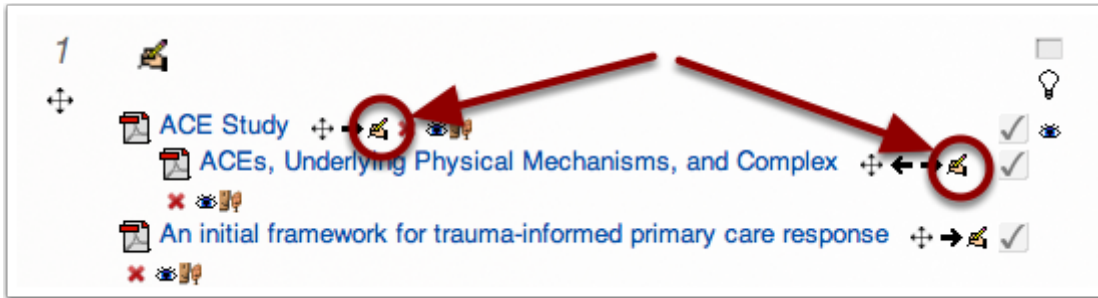
Step 3

To increase or decrease the indent, click the bold right and left arrows.



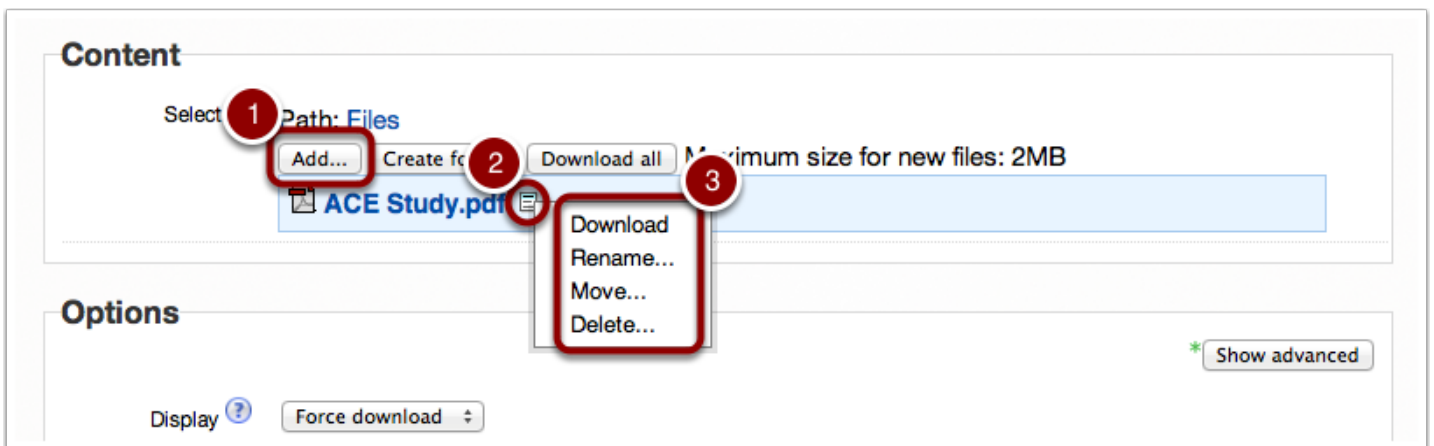
Step 4

To edit an item, click the hand with a pencil.



Step 5

When editing files, you can add files by clicking the **Add...** button. You can delete or rename them by clicking the small list icon at the end of the file name, and choosing the appropriate option in the menu.



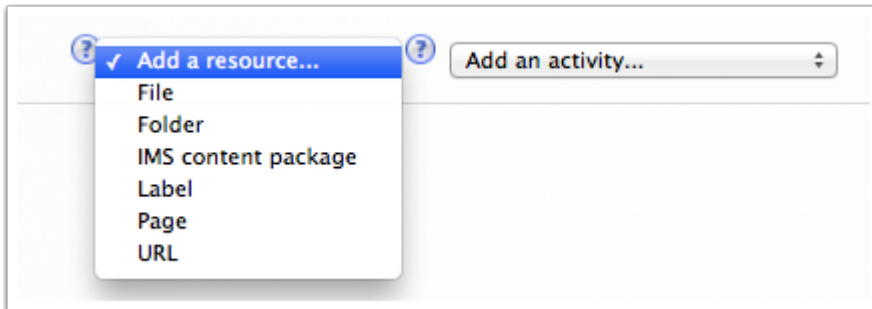
Step 6

You can also select how the file will display. Note that with PDF files, choose **Force download**, so that they will work in all browsers.



Step 7

You can add a resource by choosing the **Add a resource...** menu.



Step 8

You can add an activity by choosing the **Add an activity...** menu.

