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.**
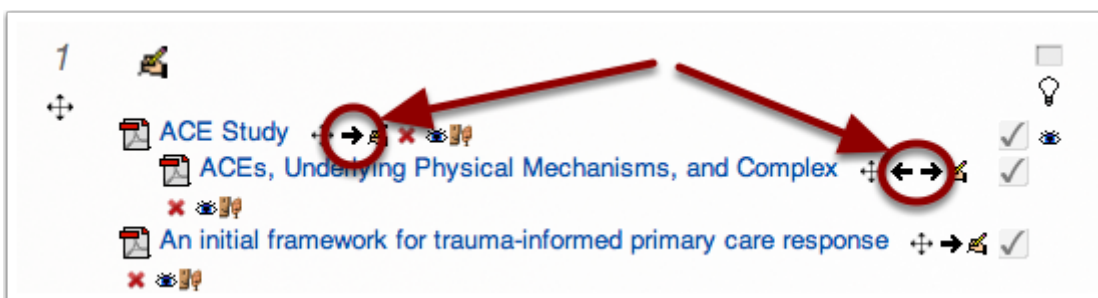
Step 2

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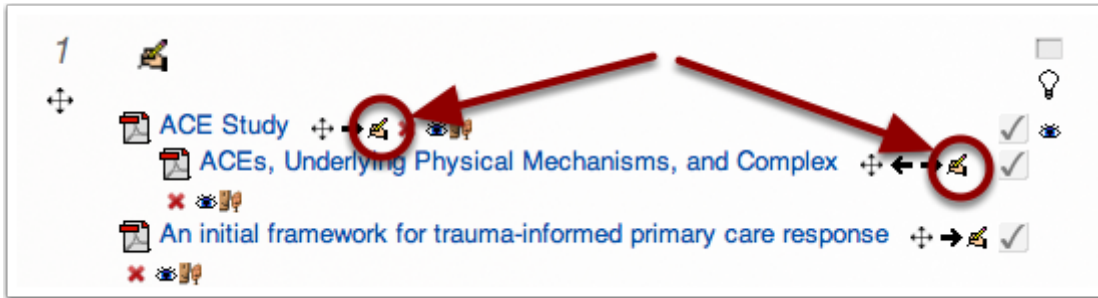

Step 3

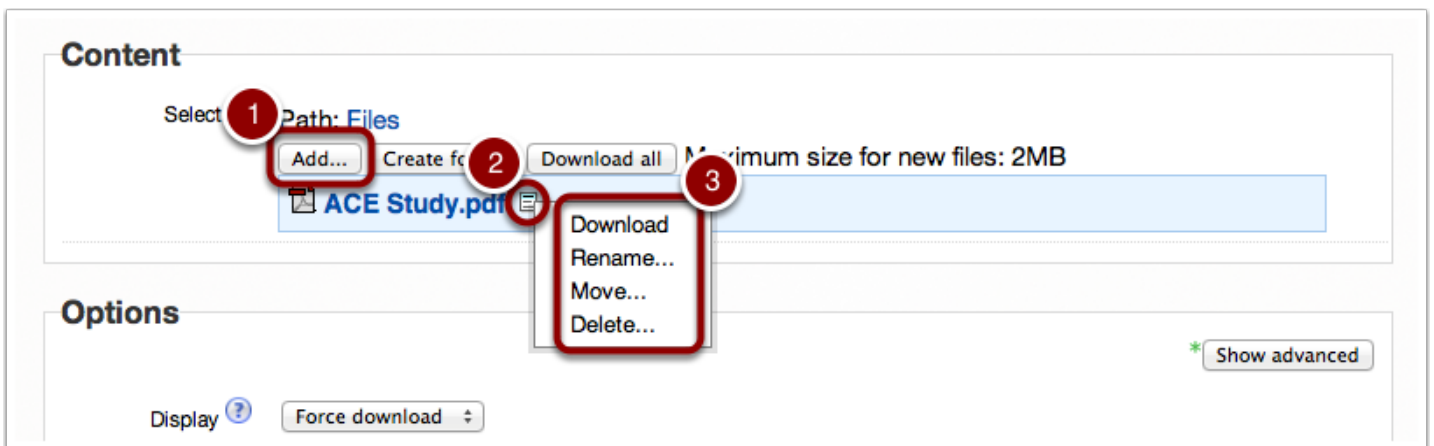To increase or decrease the indent, click the bold right and left arrows.

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 chooisng the appropriate option in the menu.
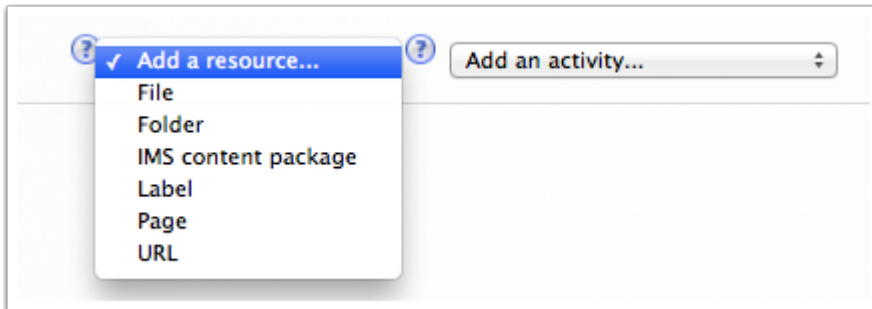

Step 6

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.