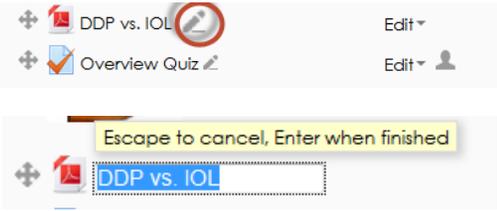


Renaming a File in Moodle

Follow the steps below to rename a file in Moodle.

Task	Screen Shot
<ol style="list-style-type: none">1. Navigate to the class in Moodle.	 A screenshot of the Moodle course overview page. The page header shows the Alverno College logo and the name [Sheila Manhoff]. The breadcrumb trail is Home / DDP / IOL / Library / Email / Early Alert System / Moodle Help / . Below this, there is a navigation bar with 'My home' and 'My courses'. The main content area is titled 'Course overview' and lists two courses: 'Glbl Cit: Religion & Politics(2014SS-GEC-317-01)' and 'Bridging the Cultural Gap(2014SP-LA-321-01)'. A yellow callout bubble points to the 'Bridging the Cultural Gap' course with the text 'Click on your course.'.
<ol style="list-style-type: none">2. Turn on editing mode.	 A dark brown rectangular button with the text 'Turn editing on' in white, bold, sans-serif font.
<ol style="list-style-type: none">3. Click the Pencil (Edit Title) icon next to the file name.4. Enter a new name for the file.5. Press the ESC key to cancel your changes., or press Enter when finished.	 A screenshot of the Moodle file list. The list contains two items: 'DDP vs. IOL' and 'Overview Quiz'. The 'DDP vs. IOL' item has a pencil icon next to it, indicating it is in editing mode. A yellow callout bubble points to the pencil icon with the text 'Escape to cancel, Enter when finished'. Below the list, the 'DDP vs. IOL' text is highlighted in a blue box, indicating it is selected for editing.