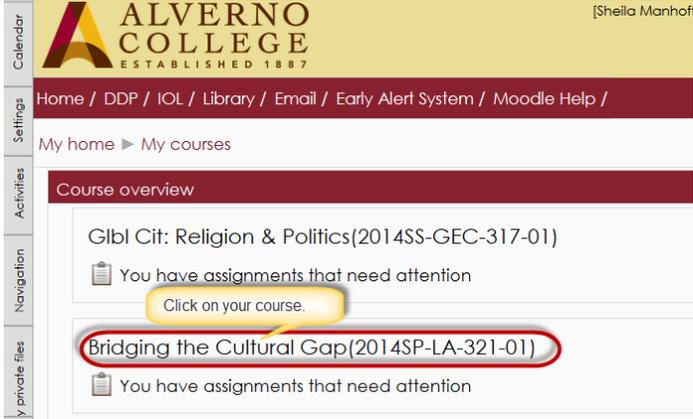


Moving a File in Moodle

Follow the steps below to move a file in Moodle.

Task	Screen Shot
<p>1. Navigate to your Moodle course.</p>	 A screenshot of the Moodle course overview page for Alverno College. The page shows the course name "Glbl Cit: Religion & Politics(2014SS-GEC-317-01)" and a notification "You have assignments that need attention" with a "Click on your course." button. Below this, another course "Bridging the Cultural Gap(2014SP-LA-321-01)" is listed with a similar notification. The "Bridging the Cultural Gap" course name is circled in red.
<p>2. Click on the Turn editing on button.</p>	 A dark brown rectangular button with the text "Turn editing on" in white, serif font.
<p>3. Position your mouse over the  icon in front of the file name. Click and drag the file to its new location.</p>	 A screenshot of a Moodle file list. The list contains three items: "Overview of the DDP", "Overview of the DDP", and "DDP vs. IOL". Each item has an "Edit" link to its right. A red circle highlights a move icon (a square with a cross) positioned to the left of the first "Overview of the DDP" item.