Moving a File in Moodle

Follow the steps below to move a file in Moodle.
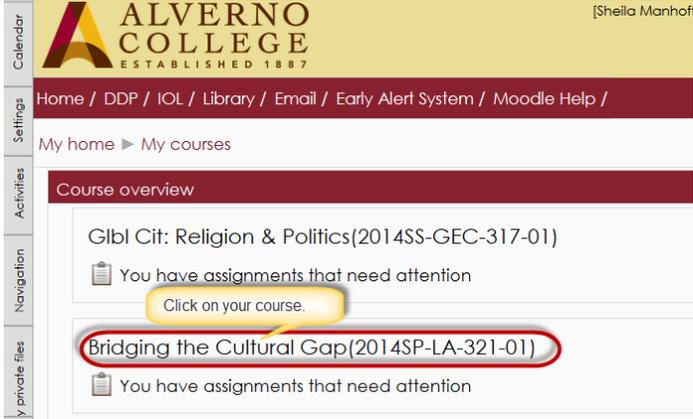
Task	Screen Shot
1. Navigate to your Moodle course.	
2. Click on the Turn editing on button.	
3. Position your mouse over the ✥ icon in front of the file name. Click and drag the file to its new location.	