Edit, move, and delete elements

Valid for Moodle version 4.2

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Access the edit menu

If you want to edit, move or delete an activity, a resource or a whole course section in your Moodle course, first turn on the edit mode via the Edit mode switch in the upper right corner of Moodle. For each element in the course, you will find the Edit icon (three dots) on the far right of the corresponding row. The edit icons for the sections can be found in the row of the section headings. Clicking on the three dots opens a menu from which you can select the desired option.

Edit elements

If you want to make changes in the settings of activities or resources, select Edit settings from the Edit menu. To edit course sections, select Edit topic from the corresponding Edit menu.
This will display the **settings form** of the respective element and you can adjust the title, description and specific settings. Don’t forget to **save** the setting changes.

For activities that are already in use, not all setting options can always be changed (e.g. forum type if posts have already been written, some submission modalities for assignments with existing submissions, etc.).

If you **only** want to **change the title** of an element, you do not have to open the settings. Just click on the **pencil** icon next to the title (**Edit title** or **Edit topic name**), change the name and confirm the change by pressing Enter on your keyboard.

### Move elements

To move activities, resources or whole sections, you have several options. In each case it is necessary that the edit mode is activated (see above).

- On the one hand, you can click on **Move** in the Edit menu of the element.

A window opens in which you can specify after which element the element to be moved should be inserted. You can recognize the element you want to move on the one hand by the curved font and on the other hand by the fact that it is not clickable.

If you want to move an **activity** or a **resource**, a list of course sections with all activities and resources is displayed. The sections in this list can be expanded and collapsed in the same way as the sections in the course using the arrow symbol. To move the element, simply click on the activity or resource after which you want to position it. The activity or resource will now be moved automatically.
If you want to move a whole section, the list contains only section names and no activities or resources. To move a section, click on the section behind which the section to be moved is to appear. The section will now be moved automatically.

- You can also move sections as well as activities and materials using drag & drop. To do this, drag the element to the desired position while holding down the left mouse button. YThereby you have the option to move within the left menu bar, within the main area of the course, from the menu bar to the main area and vice versa. No matter from where to where you drag the element, the position will always be adjusted accordingly both in the menu bar and in the main area.
The course sections are moved together with the content they contain. If you have not assigned your own titles for the sections, the section numbering will be adjusted according to the sequence, i.e. the numbering of the sections is always in ascending order or, in the case of course format weekly format, the weekly designations always change according to the correct chronological sequence.

The top course section - General - always remains at the top of the course and cannot be moved.

Delete elements

If you want to delete activities, materials or entire sections, select the Delete option from the Edit menu of the element.
You will then have to confirm this again in a separate window using the **Delete** button.

⚠️ **Sections are deleted with the content they contain.**

However, this does not completely remove the deleted items. They are kept in the **Recycle bin** for 7 days, from where they can also be restored. The **Recycle bin** can be found in the upper tab of the course under **More**.
If you want to move or delete several elements at once, you can also use **Bulk edit** for this. You will find the link for this in the top right corner of your Moodle course.

You can now **tick the checkboxes** to the left of the desired elements and then click on the desired action at the bottom. To close the **Bulk edit**, click on the x symbol at the bottom right (**Close bulk edit**).

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<table>
<thead>
<tr>
<th>Activity</th>
<th>Date deleted</th>
<th>Restore</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning materials</td>
<td>Thursday, 6 July 2023, 8:37 AM</td>
<td></td>
<td>🔄</td>
</tr>
<tr>
<td>Discussion forum</td>
<td>Wednesday, 12 July 2023, 12:41 PM</td>
<td></td>
<td>🔄</td>
</tr>
</tbody>
</table>

There may be a slight delay in the deleted content appearing in the **Recycle bin**. So if you don't find the deleted content in the **Recycle bin** immediately, please wait for a few more minutes and then check again.