Moving and Formatting Items on your Course Page

Now that you have placed resources and activities on your course page, you might want to start doing some minor formatting and moving of items to reorganize things. This can be done fairly simply using the set of buttons next to or below every item, which are visible in editing mode. Most blocks also have a set of editing buttons like these.

Here is what the standard set looks like:

- The left and right arrows indent the item (the left arrow only appears if you have moved that item right one or more times).
- The up/down funny looking arrow will allow you to move that item anywhere on the page vertically. When you click on it, you will see dashed line boxes inbetween each item on the page, but the one you want to move is not there. Click on the place you want it to be, and the page will revert to normal, with the item now in the spot you chose.
- The blue pad of paper with a tiny pencil is Update, more commonly known as Edit. Click on this button to change the settings for an assignment, or to edit text, or a number of other things.
- The red X allows you to delete items. When you click on this, it will ask in very big font if you are absolutely certain, so you can change your mind after clicking on the X. Note that this will delete all the things within: for a forum, it deletes all topics and discussions listed under that forum name. Be very careful.
- The eye lets you hide an item. If you want something to be hidden from students, so you may reveal it later or keep it just for your own records, click on this button. When you do so, the item will be greyed out, and the editing buttons will look a little different, like this: The last icon is now a closed eye, and if you click on that, it will turn off hiding on that item, letting students see that item.

If you have groups turned on, there will be three more buttons that follow all assignments.

- means the assignment has no group
- means the assignment has visible groups
- means the assignment has groups, but that the individual groups cannot see the others