


Moving PBLA Activities in an Edulinc Course from “Zero” Topic

This file explains how to move an activity from ‘Zero topic’ to another location in the course. “Zero” topic is at the top of a course home page in the Topic Outline area. “Zero” topic does not change location, i.e. it remains at the top of the course page above other topics. (Moodle refers to the first topic below it as Topic 1.)

Method 1 – Moving an activity a short distance down the page

1. Click the *Turn Editing on* button (to reveal the editing icons) on your course page.
2. Locate the item you want to move. Point to the *Move* icon next to that item.



(When pointing to the Move icon, it changes to a cross-hair: )

3. Click, hold and drag to move the item. Release the button when it is at the desired location. If the location is not in view, drag and drop the item part way and repeat the process as many times as needed till it is in place.

Hint: An effective way to avoid autoscroll and to move an item a greater distance is to zoom out on a browser page. The Zoom in and out options can be found in most browser’s View menu. Dragging the item while the browser autoscrolls up or down a page is slow and can be frustrating.

Method 2 – Moving an activity a long distance down the page

- Using this method we can move item from “Zero” topic to topic 10 without moving the item across Topics 1 to 9.
- This method only works if the *Course layout* is set to “*Show one section per page*”.
- *Show one section per page* is the default setting for all courseware except LINC 1. (LINC 1 teachers can change this by clicking the *Edit settings* link in the *Course Administration* block and expanding the *Course format* section to display the *Course layout* setting.)

1. Scroll down the page to the target topic and click on its heading.

The topic you clicked on will appear immediately below “Zero” topic.

2. Refer to Method 1 and follow the steps 1 to 3.