

# How to Move or Remove Links on Folder Pages in HuskyCT

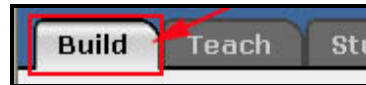
## Basic Procedure

- 1 Must be in Build view on the page where you wish to make the changes
- 2 Click on "ActionLinks" icon next to link title
- 3a. Use the appropriate [Move option](#) in the menu that appears.  
or
- 3b. Choose the [Remove option](#) in menu that appears

## Detailed Instructions

### Step 1: Must be in Build view

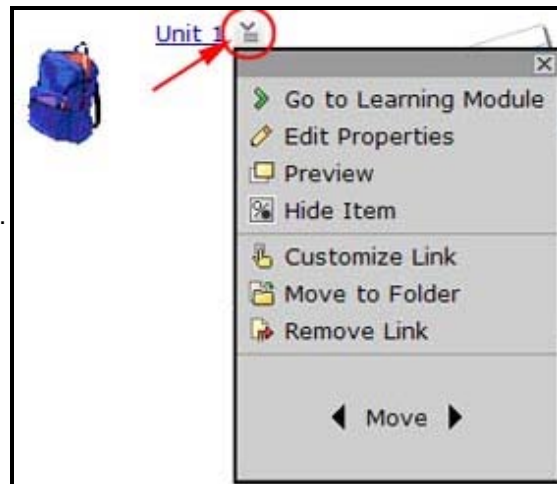
Click on the Build tab .  
(This will take you to the Home Page in Build view)



NOTE: If the link you wish to remove or move is not on the Home Page, you will need to navigate to the Folder (Page) that the link is on.

### Step 2: Click on "ActionLinks" icon next to link title

Click on little gray arrow "ActionLinks" icon next to the link title.  
An option menu will appear



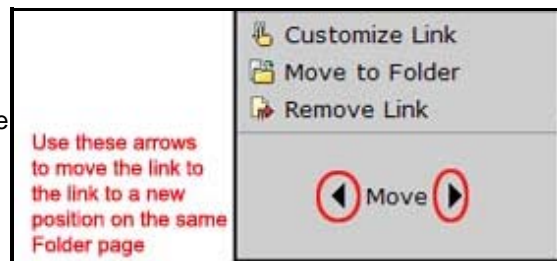
### Step 3a: Choose appropriate "Move" option

#### Option 1: Move on same page

Click **directly** on the arrow pointing left to move the link to the left

click **directly** on the arrow pointing right to move the link to the right

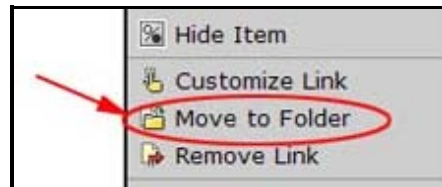
Note: on a page with several rows of icons, up and down arrows will be available as well



**HINT:** When you use these "move arrows" the item you are moving will switch places with the item in the location you are moving to. On a page with many icons, this can make it difficult to get everything arranged the way you want.. To simplify the re-arrange process, you can switch the page layout to one column, make the changes using just up and down arrows and then switch the layout back to several columns (go to "Page Options" >> "Customize Page Display").

## Option 2: Move to a different Folder Page

Choose option "Move to Folder"



.A window will pop up that lists the other Folder pages on your site

Click on the new location

The item will move to the new location and that Folder page will now appear in your view

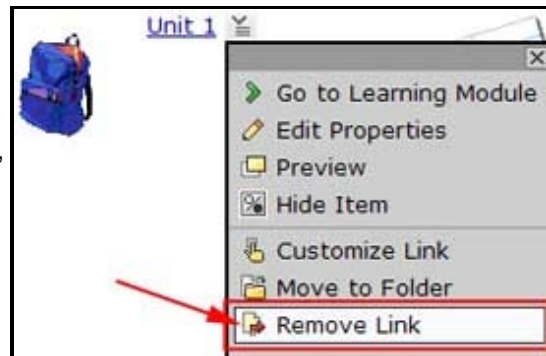


## Step 3b: Choose "Remove" or "Delete" option

### Option 1: Remove link (this option applies to all links except those for other Folder pages)

Click "Remove Link"

NOTE: This option appears for links to files, Learning Modules, individual Assessments, individual Assignments, individual Discussion Topics, or web links.



Click OK on the warning message screen that appears.

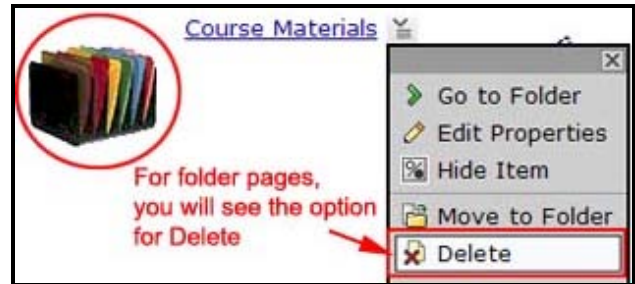
The link will be removed from the page.



NOTE: The Remove Link option only removes this particular Folder page access to that item (file, Learning Module, Quiz, Assignment, Discussion topic). The item itself still exists on your site and can be found in the File Manager (files), or the appropriate tool (Learning Module, Assessments, Assignments, Discussions). The item can be added to a Folder page again using the Add File or Add Content Link buttons.

## Option 2: Delete link (this option applies only to links to other Folder pages)

"Delete" appears on the option menu for links to Folders



- \* NOTE: Unlike items with the Remove Link option (see above), selecting Delete for a Folder page link actually deletes the Folder page and any other Folder pages that might be on it. To get the Folder page(s) back, each would need to be recreated and all the items added back.

To finish Deleting the Folder page, click OK on the warning message

