# Moving Items in the Content Area

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You can reorder the items on your Course Content page using two methods:

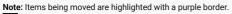
- Drag and drop
- Keyboard shortcuts

## Moving Items Using Drag and Drop

1. Hover your cursor over the item you want to move.

Course Content	Q ···· Course	Faculty	
Course Information			Þ
<ul> <li>⊘ Visible to students *</li> </ul>			Þ
	Show more	2	
II 🖹 Seneca Student Resources			
	Details a	& Actions	
		veryone in your cours	se
🗄 💋 Zoom Meeting	··· Ø Progre Turn o	ss Tracking	
Ø Hidden from students ▼	R Course		
	Edit dis	splay settings	

2. Select the item, and drag it up or down until it is in the desired location.



eurse Content	Course Faculty
Seneca Student Resources Visible to students *	Professor X INSTRUCTOR Professor Y INSTRUCTOR Show more
Course Information  Visible to students	 Details & Actions & Roster
<ul> <li>Joom Meeting</li> <li>Hidden from students •</li> </ul>	••••       View everyone in your course         •••• <ul> <li>Progress Tracking Turn on</li> <li>Course Image Edit display settings</li> </ul>

### How to Move Items Using Keyboard Shortcuts

1. <u>Select the Tab key on your keyboard twice.</u> A blue box around Content is displayed.

BBUltra101 Blackboard Ultra Course		Ourse Settings	
Content alendar Announcements Discussions Gradebook (2) Messages (5) Analytics Groups		Student Preview	N
Content	Q	Course Faculty Professor X	
Course Information		Professor A Instructor Professor Y Instructor Show more	
Image: Seneca Student Resources         Image: Optimized Students →		Details & Actions	

2. Select the Tab key to highlight the Move icon (six dots) until it has reached the item you want to move. Note: Select Shift+Tab key to move backwards through selectable

BBUItra101 Blackboard Ultra Course		Ourse Settings
Content Calendar Announcements Discussions Gradebook (2) Messages (3) Analytics Groups		Student Preview
Course Content	Q	Course Faculty
B       Image: Course Information         Image: Visible to students +		Professor X INSTRUCTOR Professor Y INSTRUCTOR Show more
Seneca Student Resources		Details & Actions
Zoom Meeting Hidden from students •		Progress Tracking <u>Turn on</u> Course Image <u>Edit display settings</u>

#### 3. Select Enter key or Space key on your keyboard to highlight the desired item. A purple border around the item is displayed

Content Calendar Announcements Discussions Gradebook (2) Messages (5) Analytics Groups Student Preview € **Course Content** Q ... **Course Faculty** Ŀ Professor X  $\bowtie$ ••• :: 📄 Course Information Professor Y O Visible to students ▼  $\bowtie$ INSTRUCTOR Show more Þ ••• 🗄 📄 Seneca Student Resources **Details & Actions** O Visible to students ▼ Roster View everyone in your course ••• Progress Tracking 🗄 🕱 Zoom Meeting Turn on Ø Hidden from students -Course Image Edit display settings 🔓 Course is open ••• 🗄 📰 Assignments Students can access this course  $\sim$ 🕏 Attendance Mark attendance

4. Select up or down arrow keys on your keyboard to move the item. Note: You can move folders into Learning modules, but not vice versa.

Content Calendar Announcements Discussions Gradebook 2 Messages 5 Analytics Groups Student Preview € Q ... **Course Content Course Faculty** ŀ Professor X  $\bowtie$ INSTRUCTOR •••• 🗄 💋 Zoom Meeting Professor Y Ø Hidden from students 🕶 INSTRUCTOR Show more Þ ... 🗄 📄 Course Information **Details & Actions** O Visible to students ▼ Roster View everyone in your course 1 Progress Tracking ••• 🗄 📄 Seneca Student Resources Turn on Course Image Edit display settings

Note: You can move folders into Learning modules, but not vice versa.

### 5. Select the Enter key or Space bar to save your changes

Select	the Enter	key or Spa	ace bar to save y	our changes	•					
8	Content	Calendar	Announcements	Discussions	Gradebook 2	Messages (5)	Analytics	Groups		Student Preview
<b>₩</b>	Course	Content							Q	Course Faculty



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tags : blackboard-ultra, course-organization, moving-items-in-content-area, setting-up-your-course, ultra