

Moving Items in the Content Area

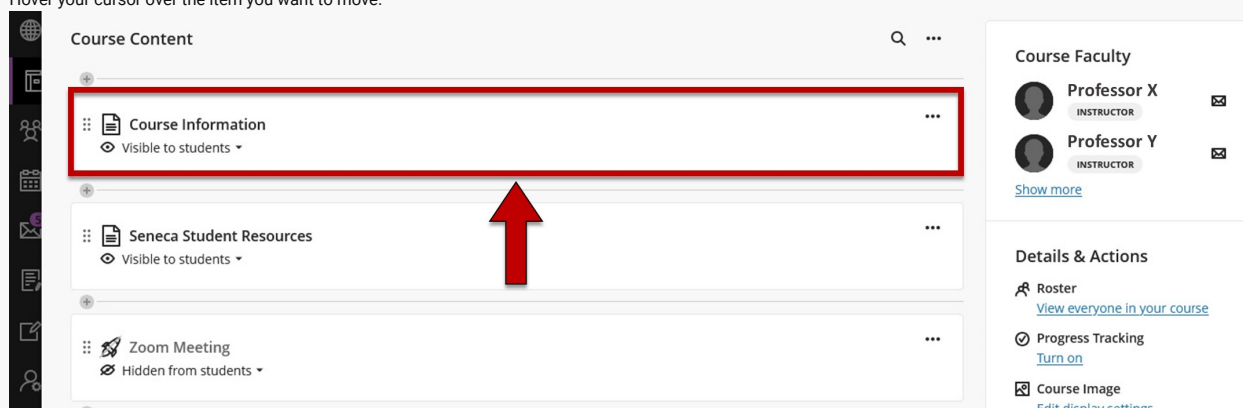
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You can reorder the items on your Course Content page using two methods:

- Drag and drop
- Keyboard shortcuts

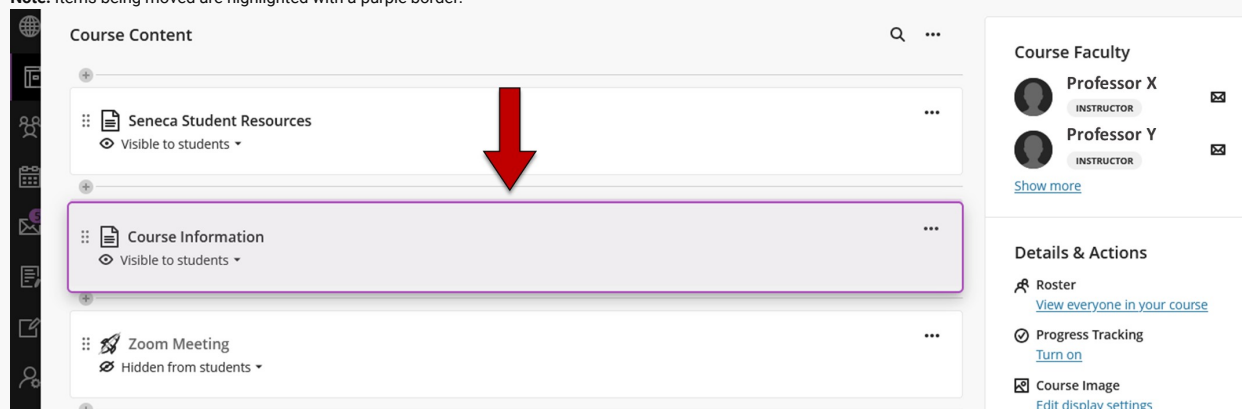
Moving Items Using Drag and Drop

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



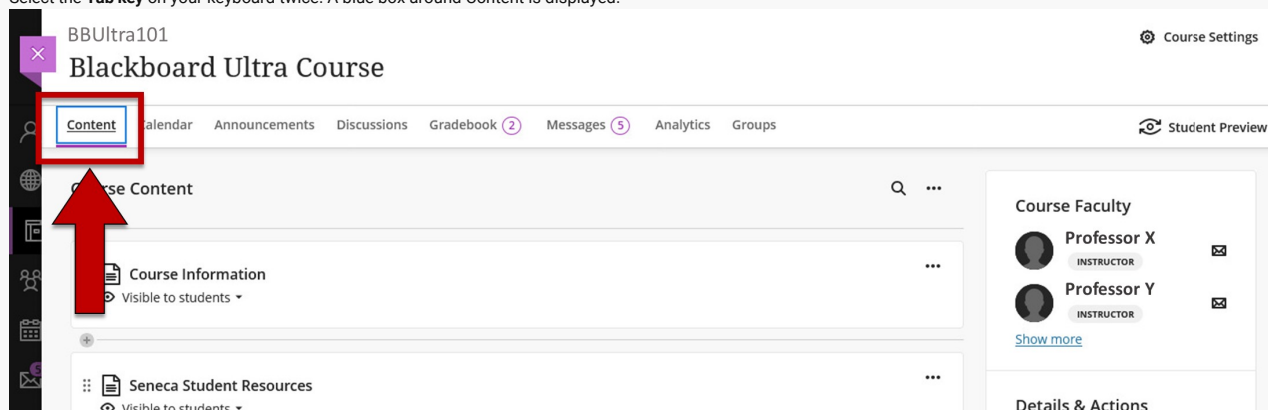
2. Select the item, and drag it up or down until it is in the desired location.

Note: Items being moved are highlighted with a purple border.



How to Move Items Using Keyboard Shortcuts

1. Select the **Tab** key on your keyboard twice. A blue box around Content is displayed.



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

options.

BBUltra101

Blackboard Ultra Course

Course Settings

Content Calendar Announcements Discussions Gradebook (2) Messages (5) Analytics Groups Student Preview

Course Content

- Course Information
Visible to students
- Seneca Student Resources
Visible to students
- Zoom Meeting
Hidden from students

Course Faculty

- Professor X
INSTRUCTOR
- Professor Y
INSTRUCTOR

Show more

Details & Actions

- Roster
[View everyone in your course](#)
- Progress Tracking
[Turn on](#)
- Course Image
[Edit display settings](#)

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

- Course Information
Visible to students
- Seneca Student Resources
Visible to students
- Zoom Meeting
Hidden from students
- Assignments
Visible to students

Course Faculty

- Professor X
INSTRUCTOR
- Professor Y
INSTRUCTOR

Show more

Details & Actions

- Roster
[View everyone in your course](#)
- Progress Tracking
[Turn on](#)
- Course Image
[Edit display settings](#)
- Course is open
[Students can access this course](#)
- 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

Course Content

- Zoom Meeting
Hidden from students
- Course Information
Visible to students
- Seneca Student Resources
Visible to students

Course Faculty

- Professor X
INSTRUCTOR
- Professor Y
INSTRUCTOR

Show more

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

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

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Show more

Details & Actions

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[View everyone in your course](#)
- Progress Tracking
[Turn on](#)
- Course Image
[Edit display settings](#)

Zoom Meeting

Hidden from students

...

Course Information

Visible to students

...

Seneca Student Resources

Visible to students

...

Professor X

INSTRUCTOR

✉

Professor Y

INSTRUCTOR

✉

Show more

Details & Actions

Roster

[View everyone in your course](#)

Progress Tracking

[Turn on](#)

Course Image

[Edit display settings](#)

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