

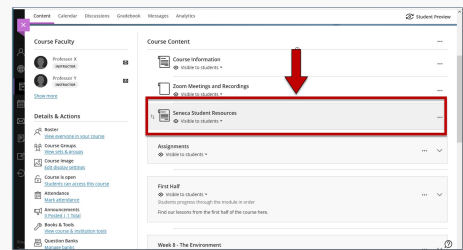
Moving Items in the Content Area

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

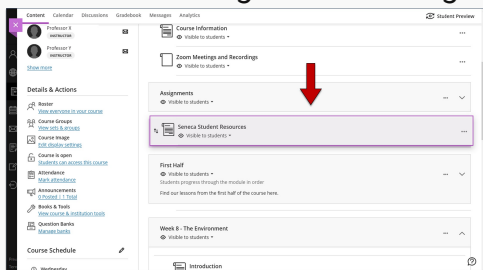
- Drag and drop
- Keyboard shortcuts

Moving Items Using Drag and Drop



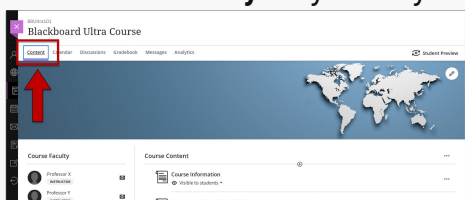
1. Hover your cursor over the item you want to move.
2. Select the item, and drag it up or down until it is in the desired location.

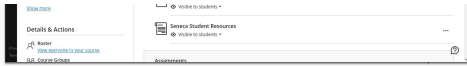
Note: Items being moved are highlighted with a purple border.



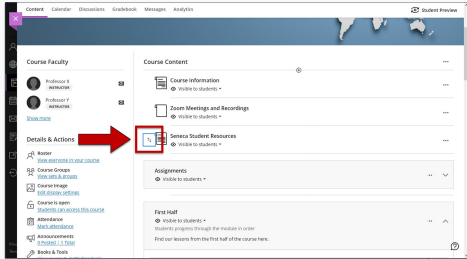
How to Move Items Using Keyboard Shortcuts

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

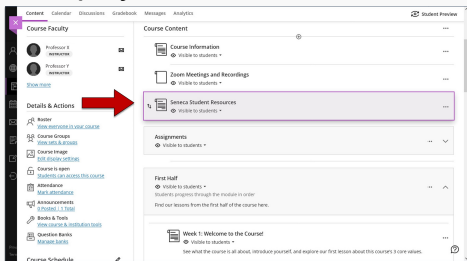




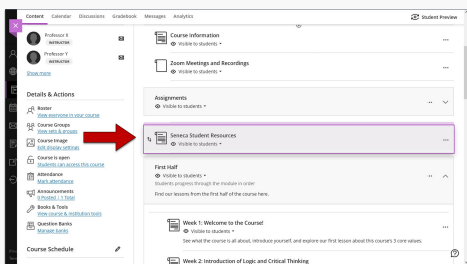
2. Select the **Tab** key to highlight the **Move icon** (up and down arrows) until it has reached the item you want to move. **Note:** Use the **Shift+Tab** key to move backwards through selectable options.



3. Select the **Enter** key or **Space bar** on your keyboard. A purple border around the item is displayed.

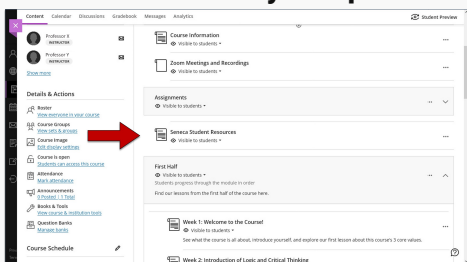


4. Use the **up**, **down**, **right** or **left arrow keys** on your keyboard to move the item into the desired location.



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