# Move or Reorder Items in eCollege

When working with Content Items in eCollege, it is possible to move the items to a different Week or to change the order of the items within Course Home or a within a Week. The steps are different for Course Home and for the Week area.
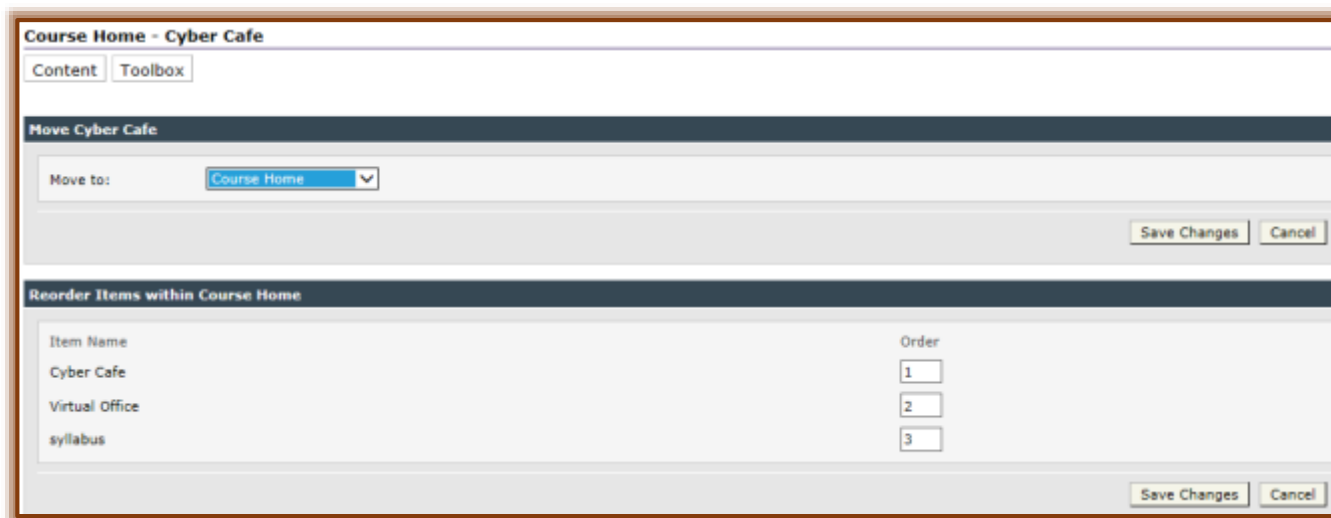
MOVE OR REORDER ITEMS-COURSE HOME

✞ Click the **Author Tab**.
✞ Click one of the Items under **Course Home**.
  ✦ It doesn't matter which item is clicked.
  ✦ All the items will appear in the list of Content Items.

✞ Click the **Toolbox** button for that item.
✞ Click the **Move** link.
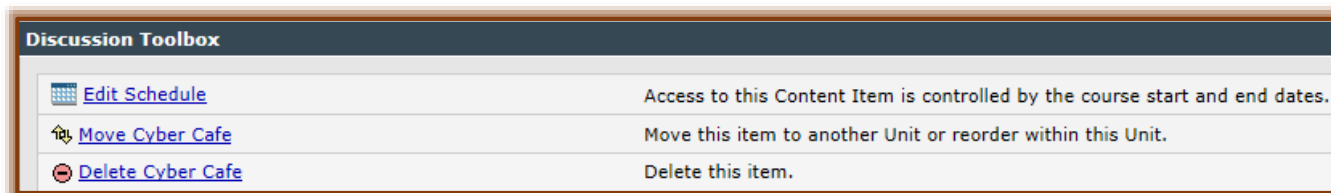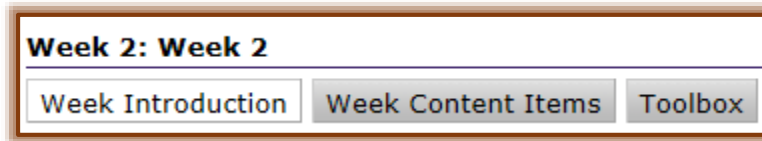

✞ To **Move** the item to another location, click the **Move to** list arrow and select a Week or Unit.
✞ To **Move** the item to another position under **Course Home**, input a number next to the item in the **Reorder Items in Course Home** area.
  ✦ If you are reordering only one item, you only need to input that number.
  ✦ All the rest of the items will change automatically.

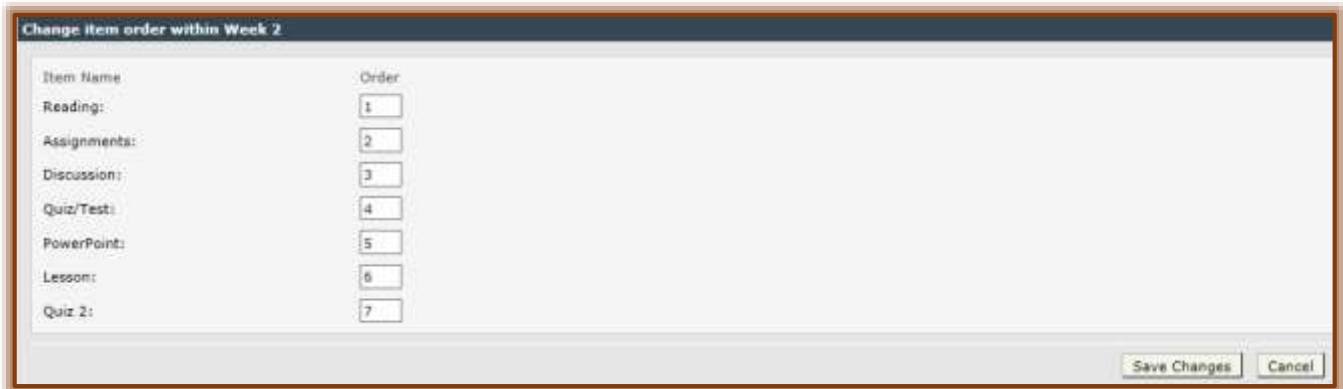✞ Click the **Save Changes** button.

MOVE OR REORDER ITEMS-WEEK OR UNIT

✞ Click the **Week** in which the item is to be moved.
✞ Click the **Toolbox** button.

Week 2: Week 2

| Week Introduction | Week Content Items | Toolbox |

✞ Click the **Change Item Order** link.

Unit Toolbox

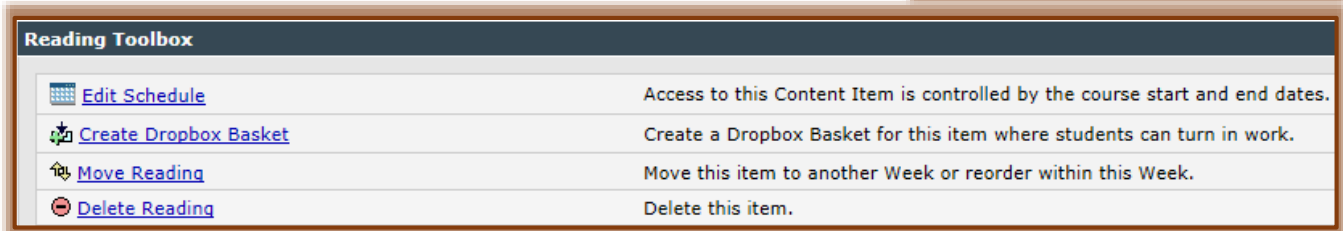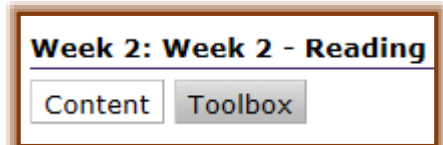|	
Edit Schedule	Access to this Week is not controlled by dates.
Edit Week Title	Week title: Week 2
Change Item Order	Change item order within the Week
Change Week Order	Change Week order within the course
Delete Week 2	Delete Week 2 along with all items that have been added to Week 2.

☐ Hide unit from students

Save Changes

✞ Input the numbers next to the items.
  ✦ If you are moving only one item, you only need to input that number.
  ✦ All the rest of the items will change automatically.

Change item order within Week 2

Item Name	Order
Reading:	1
Assignments:	2
Discussion:	3
Quiz/Test:	4
PowerPoint:	5
Lesson:	6
Quiz 2:	7

Save Changes   Cancel

✞ Click the **Save Changes** button.

or

✞ Click the **Content Item** that is to be moved or reordered.
✞ Click the **Toolbox** button for that **Item**.
✞ Click the **Move** link.

Week 2: Week 2 - Reading

| Content | Toolbox |

Reading Toolbox

Edit Schedule	Access to this Content Item is controlled by the course start and end dates.
Create Dropbox Basket	Create a Dropbox Basket for this item where students can turn in work.
Move Reading	Move this item to another Week or reorder within this Week.
Delete Reading	Delete this item.

✞ Click the **Move to** button to move the **Content Item** to another week.
✞ Input the numbers next to the items.

✦ If you are moving only one item, you only need to input that number.
✦ All the rest of the items will change automatically.

✝ Click the **Save Changes** button.