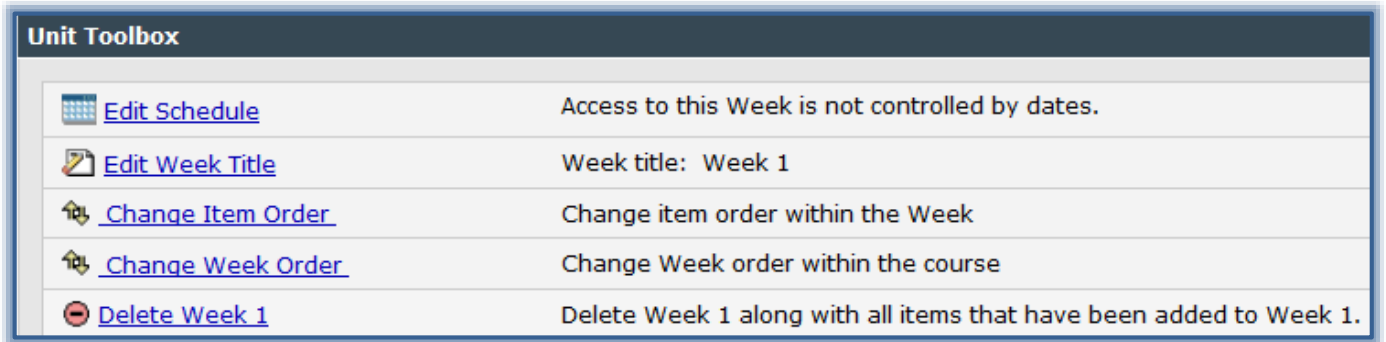







Rearrange Units

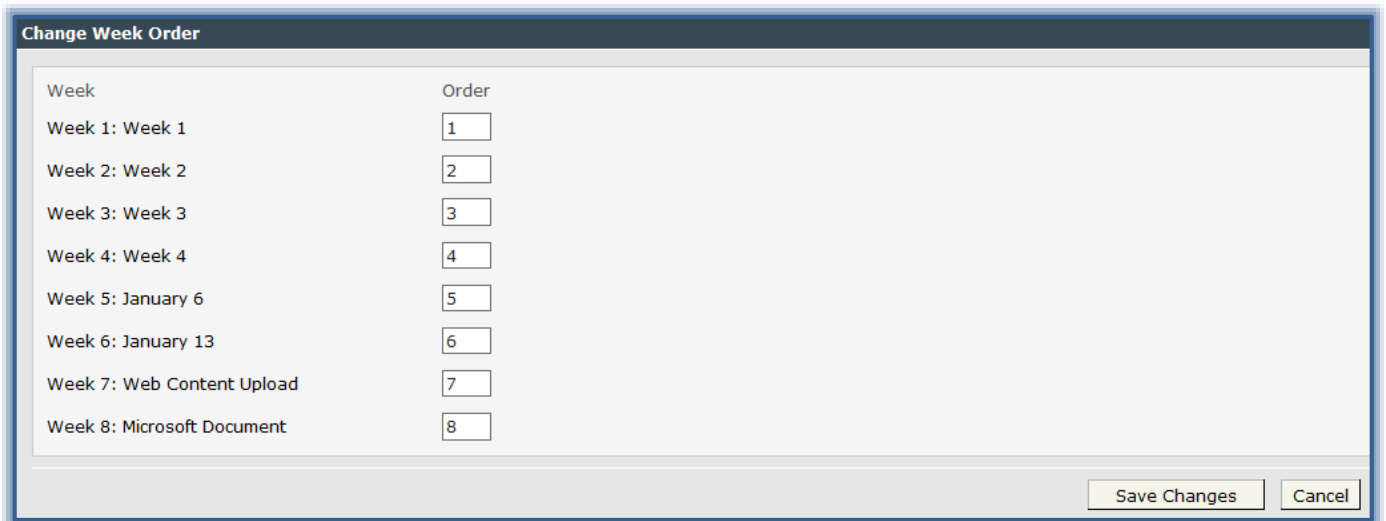
It is a very simple process to change the order of units in a course. The steps below explain the process for accomplishing this.

- ✚ Click the **Author** tab on the left side of the window.
- ✚ Click one of the **Week/Unit** headings, such as Week 1.
- ✚ Click the **Toolbox** for that **Week/Unit**.
- ✚ Click the **Change Week Order** link (see illustration).



Unit Toolbox	
 Edit Schedule	Access to this Week is not controlled by dates.
 Edit Week Title	Week title: Week 1
 Change Item Order	Change item order within the Week
 Change Week Order	Change Week order within the course
 Delete Week 1	Delete Week 1 along with all items that have been added to Week 1.

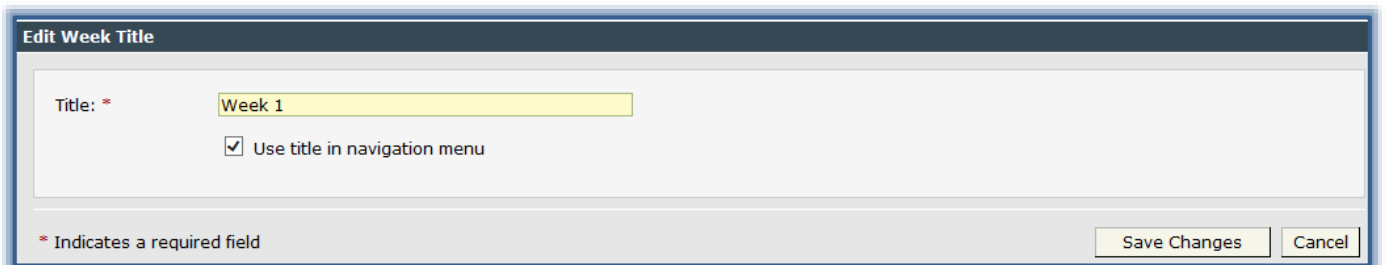
- ✚ Insert a number next to the item that is to be re-ordered (see illustration below).



Week	Order
Week 1: Week 1	<input type="text" value="1"/>
Week 2: Week 2	<input type="text" value="2"/>
Week 3: Week 3	<input type="text" value="3"/>
Week 4: Week 4	<input type="text" value="4"/>
Week 5: January 6	<input type="text" value="5"/>
Week 6: January 13	<input type="text" value="6"/>
Week 7: Web Content Upload	<input type="text" value="7"/>
Week 8: Microsoft Document	<input type="text" value="8"/>

Save Changes Cancel

- * It is not necessary to change the numbers for all items.
- * For example, if the last **Week/Unit** is to be moved to the third slot, put the number “3” in the box next to it.
- * All of the other Units below that will shift down to accommodate the new Unit.



Edit Week Title	
Title: *	<input type="text" value="Week 1"/>
<input checked="" type="checkbox"/>	Use title in navigation menu

* Indicates a required field

Save Changes Cancel

- * If the check box for **Use title in Navigation Pane** is clicked for the Week, that name will not change when the **Week/Unit** is moved. To change the name:
 - * Click the **Edit Week Title** link.
 - * The **Edit Week Title** window will display (see illustration on previous page).
 - * Input the new name in the **Title** box.
 - * Click **Save Changes**.

‡ Click **Save Changes** again to exit the **Toolbox**.

NOTE: If the order for several Weeks/Units is being changed, just enter the new order number for all of the Weeks, and click the **Save Changes** button.