

## Rearrange Items in Weeks/Units

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

- ✚ Click the **Author** tab on the left side of the window.
- ✚ Click the **Week/Unit** headings for which the items are to be reordered, such as Week 1.
- ✚ Click the **Toolbox** for that **Week/Unit**.
- ✚ Click the **Change Item Order** link (see illustration).

The screenshot shows the 'Week 1: Week 1' interface. At the top, there are three tabs: 'Week Introduction', 'Week Content Items', and 'Toolbox'. Below the tabs is the 'Unit Toolbox' section, which contains several options:

- [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.

At the bottom of the toolbox, there is a checkbox labeled 'Hide unit from students' and a 'Save Changes' button.

- ✚ Insert a number next to the item that is to be re-ordered (see illustration below).
  - ✳ It is not necessary to change the numbers for all items.
  - ✳ For example, if the last **Item** is to be moved to the third slot, put the number “3” in the box next to it.
  - ✳ All of the other Items below that will shift down to accommodate the new Item.

The screenshot shows the 'Change item order within Week 1' interface. It features a table with two columns: 'Item Name' and 'Order'. The items and their current order numbers are as follows:

Item Name	Order
Reading:	1
Discussion:	2
Quiz/Test:	3
PowerPoint:	4
Web Content:	5
Chapter 1-eC:	6
PDF Upload:	7

At the bottom of the interface, there are two buttons: 'Save Changes' and 'Cancel'.

- ✚ Click **Save Changes**.

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