How to Move Content Within a Single Course

There are two ways to move objects in Blackboard; drag and drop, and the Move function.

**Step 1**

Enter the course you want to reorganize, and turn editing on.
Step 2a

To drop and drag items to reorder them on a single page:
1. Hover over the item with your mouse pointer until you see the yellow bar appear
2. Hover over that yellow bar, your mouse pointer will turn into a compass shape with four arrows (Image for demonstration purposes only, it will appear only above the yellow bar, and will be small and white)
Step 2b

3. Click and hold while you are over that yellow bar, and drag the item up or down
4. When the item is where you want it, let go of the mouse button

Step 3a

To move items from one section or page to another:
1. Click on the downward facing chevron next to the item
Step 3b

2. Select Move
Step 3c

3. Click Browse, a location Menu will pop open
4. Click on the location you want to move the item to, the Menu will automatically disappear and populate the destination folder name.
Step 3e

5. Click Submit