

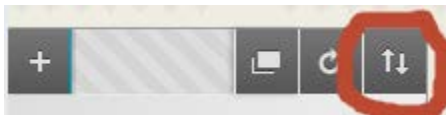
Moving Folders and Menu Items 'Manually'

There is a known, random, and – even better – intermittent problem with moving items in a menu or in a content folder.

You try to drop and drag the item(s) and then refresh the page and it's not what you wanted.

You need to now try moving things manually.

If you are moving items in the main menu, look for the up/down arrow icon at the top.

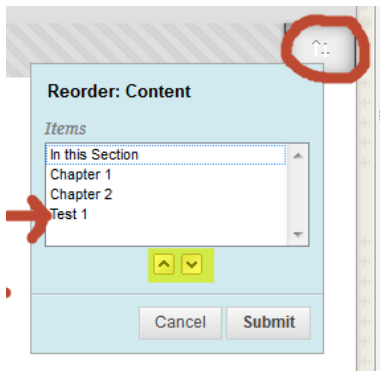


If you are moving items elsewhere in the course, look over to the far right for the same up/down arrows.



Once you click on the arrows, you get a new box to do the ordering in.

The bad (tedious) news is that you can only move 1 item at a time.



Select the item that is in the wrong place. Perhaps you want "Test 1" to be the first thing students see. Click on it to select it.

Then use the "^" or "v" to move your selected item up or down. When you are finished moving items around, click "Submit" to complete the process.