



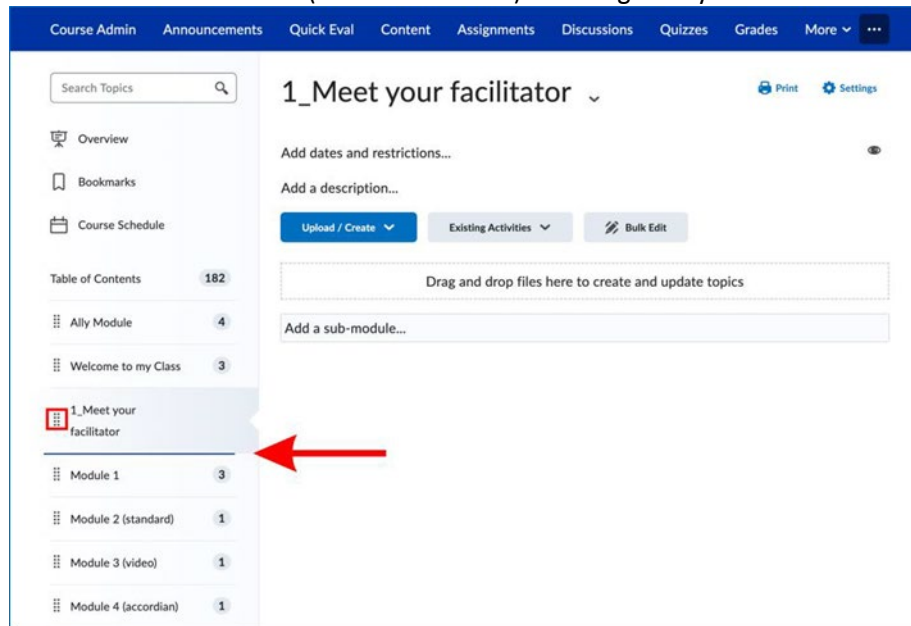
Reordering Objects

Brightspace gives you the ability to rearrange the display of objects, including modules, files within modules, discussions, assignments, quizzes, items within a checklist, and columns in gradebook. For some of these objects, you will need to use the Bulk Edit feature and for others you can drag, drop or use arrows to move.

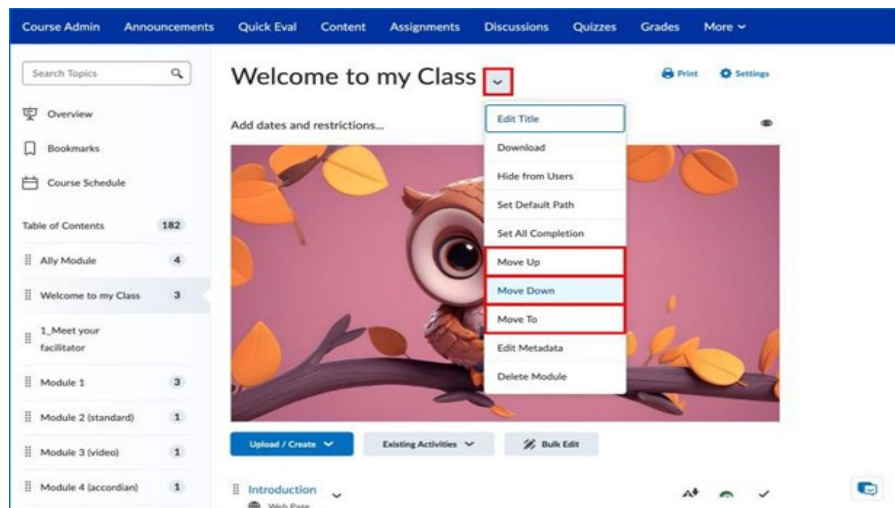
Reordering Modules

There are two ways to move modules in the Table of Contents. To move modules:

- Click and hold the handle (two rows of dots) and drag until you see a blue line and release.



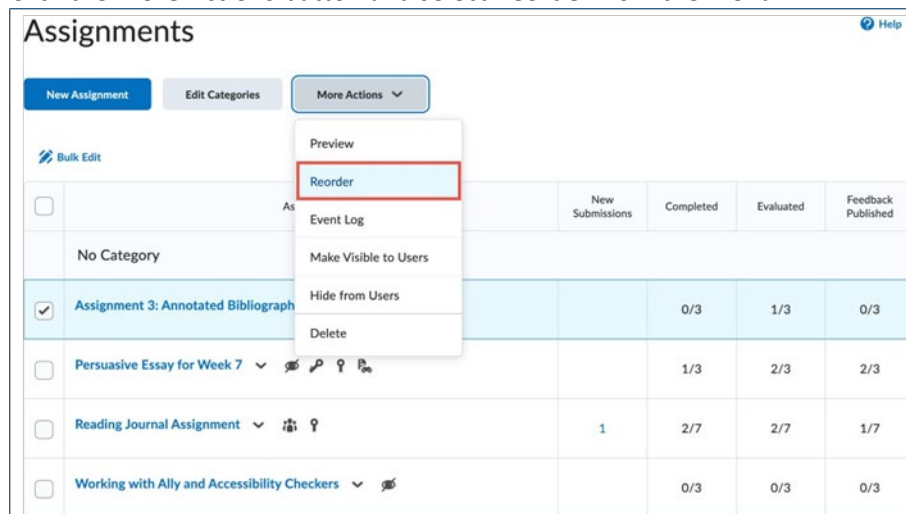
- Alternatively, navigate to the title of the module you wish to move. Click the downward chevron and select **Move Down**, **Move Up** or **Move To**. Note that the options may be different depending on the position of the module: Move Up, for example, only displays if the module is not first on the list.



Reordering with Bulk Edit

The Bulk Editing feature exists within several tools, including Assignments, Discussions, Quizzes and Manage Grades. To move objects in these tools:

- Select a tool (assignment, discussions or quizzes) from your Navbar.
- Click on the checkbox in the upper left of the tool matrix to select all objects.
- Click the **More Actions** button and select **Reorder** from the menu.



- The Sort Order column dropdown allows you to change the order of Assignments.
- Click the number dropdown in the Sort Order column to change the order.

Reorder

Expand All Collapse All Original sort order (1)

Categories/Assignments	Sort Order
▼ No Category	
Assignment 3: Annotated Bibliography	1 ▼
Persuasive Essay for Week 7	2 ▼
Reading Journal Assignment	3 ▼
Working with Ally and Accessibility Checkers	4 ▼

Save Cancel

Reorder

Expand All Collapse All Clicking a number will change the sort order. Check mark indicates current order.

Categories/Assignments	Sort Order
▼ No Category	
Assignment 3: Annotated Bibliography	1 ▼
Persuasive Essay for Week 7	2 ▼
Reading Journal Assignment	1 ▼
Working with Ally and Accessibility Checkers	2 ▼

Save Cancel

Checklists

To change the order of items in a checklist:

- Navigate to **Course Admin** and select the **Checklist** link.
- Click the **More Actions** button and select **Reorder** from the dropdown menu.
- To reorder items within a Checklist, select your existing Checklist from the list and click on the title to open or click the chevron and select **Edit** from the dropdown menu.

Checklists

New Checklist
More Actions ▾

Checklists

Reorder
Delete

Checklist for Week 7

This is a list of assignments, including readings and tasks for Week 7.

Week 3 Checklist ▾

Week 4 Checklist ▾

Categories and Items

New Category
New Item
Reorder

Edit
Delete

☐	Categories/Items	Due Date
☒	Week 3 checklist ▾	
☒	Reading ▾	-
☒	Watch Video ▾	-
☒	Quiz 📄 ▾	Sep 23, 2024 11:59 PM
☒	Final Project 📄 ▾	Sep 25, 2024 11:59 PM
☒	Discussion Post 📄 ▾	Sep 26, 2024 11:59 PM

Save and Close
Save
Cancel

- Scroll to the bottom of the page, **Categories and Items** matrix. Check the checkbox adjacent to the items or categories you wish to move and click the **Reorder** button. Note that you can move items within a category or between categories by using the buttons.

Reorder Checklist - Week 3 Checklist

Expand All Collapse All

Categories/Items	Sort Order
Week 3 checklist ▾	1 ▾
Reading	1 ▾
Watch Video	2 ▾
Quiz	1 ▾
Final Project	2 ▾
Discussion Post	4 ▾
	5 ▾

Save
Cancel

Reordering Quiz Questions

To move questions within a quiz:

- Open the Quiz in the Quiz tool.
- Use the handles (series of six dots) to drag and drop the questions.

The screenshot shows the 'Test Example' quiz configuration page. On the left, the 'Questions' section lists three questions: 'Question 2' (True or False, 10 points), 'Question 1' (Multiple Choice, 20 points), and 'Question 3' (Written Response, 10 points). A red arrow points to the 'Move To' dropdown menu for 'Question 1'. On the right, there are sections for 'Availability Dates & Conditions', 'Timing & Display', 'Attempts & Completion', and 'Evaluation & Feedback'.

- Check the box adjacent to the question(s) you want to move (1).
- Open the **Move to** dropdown menu (2) and select a location where you wish to move the question. (3) Note that these options include the ability to move between sections of your quiz.

The screenshot shows the 'Midterm Reading Quiz' configuration page. The 'Questions' section lists three questions: 'Taylor Swift was the pen name for writer Charles True or False' (10 points), 'What is Taylor Swift's favorite color?' (Multiple Choice, 10 points), and 'Charles Darwin (yes another Charles!) was known for his party banter about...' (True or False, 40 points). A red box labeled '1' highlights the checkbox for the first question. A red box labeled '2' highlights the 'Move To' dropdown menu. A red box labeled '3' highlights the 'Top of the Quiz' option in the dropdown menu. Red text annotations read: '1-check question box', '2-open Move to menu', and '3-select location'.