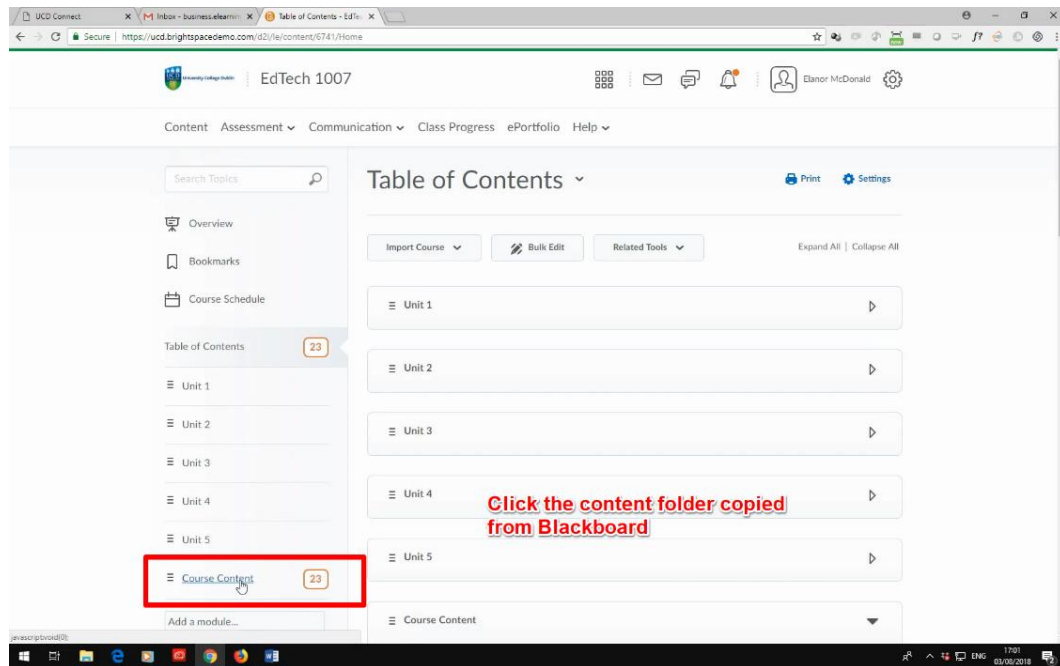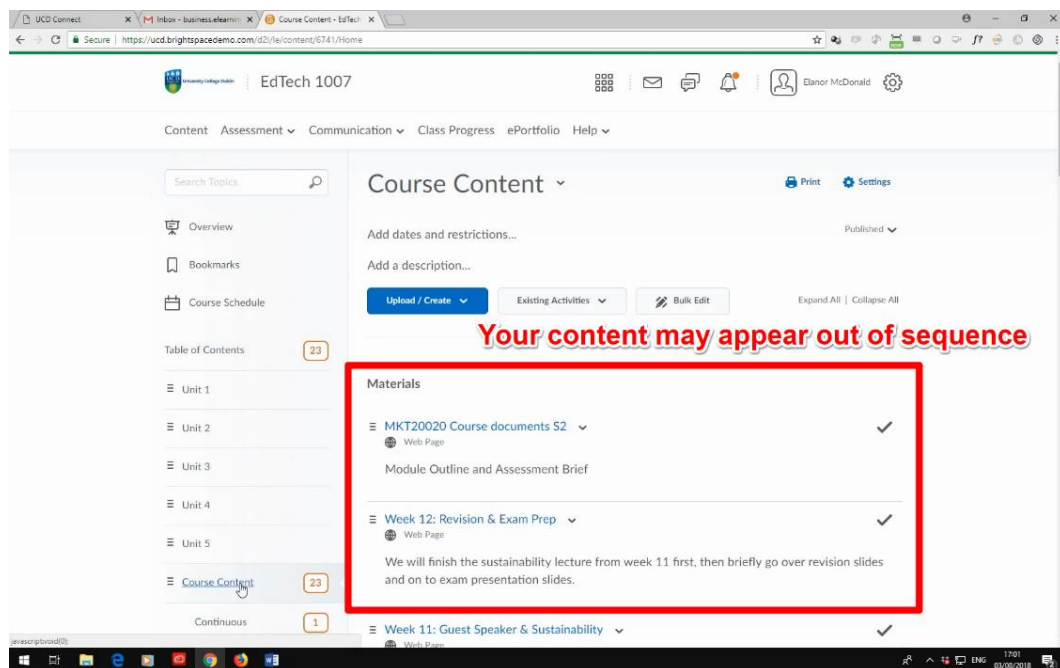# Ordering Content - Sequencing

Once your content has been copied into your Brightspace Module it may need to be re-ordered in sequence, this makes it easier to move content items into the course structure set up with the Module Builder.
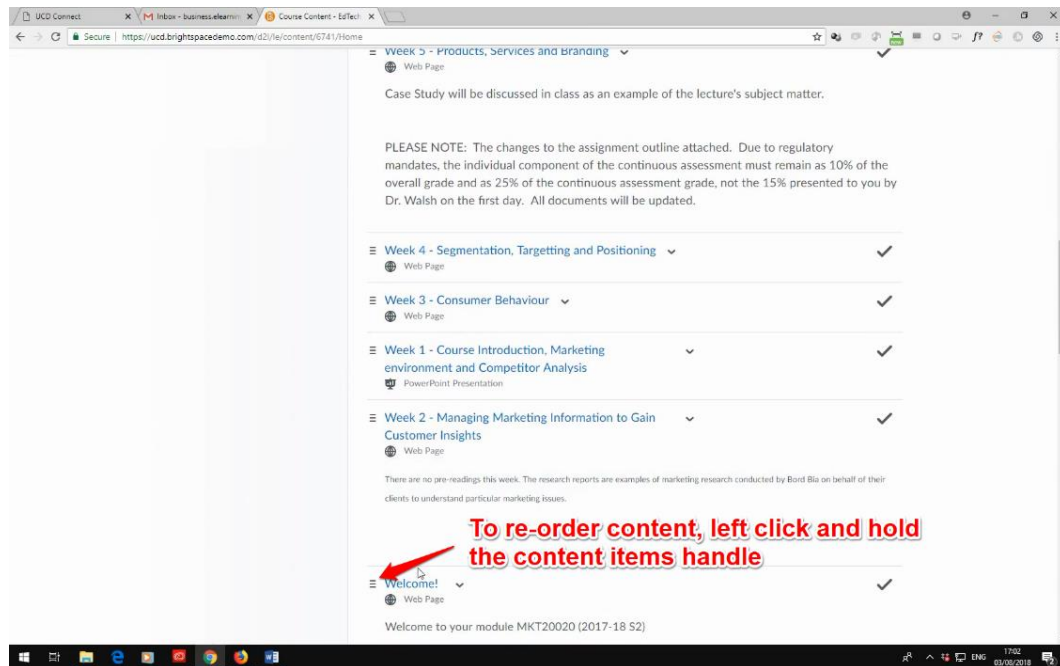
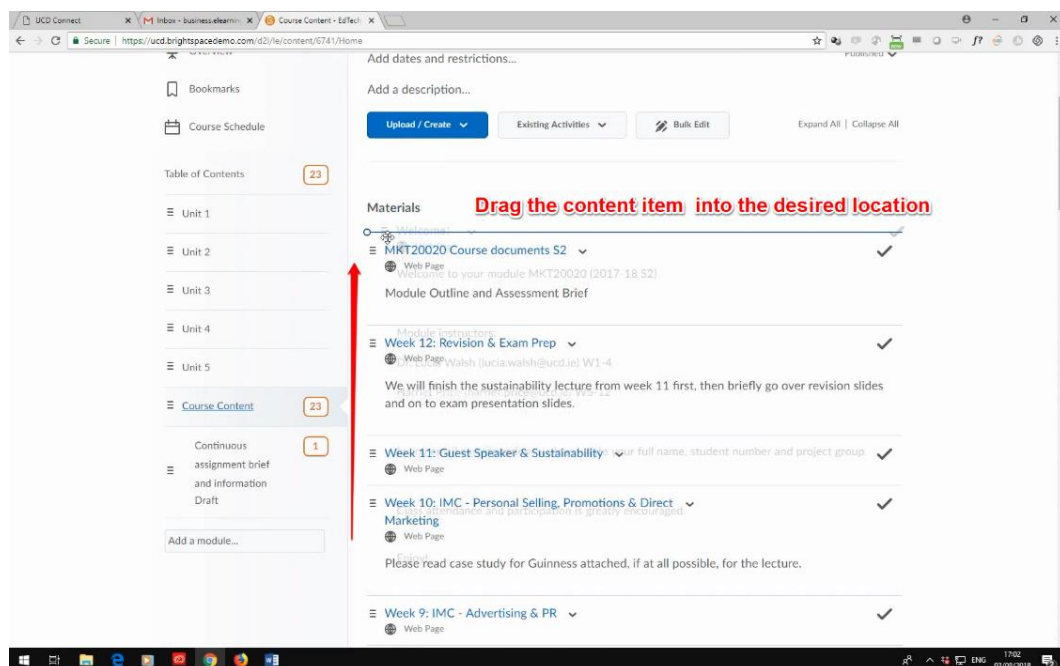**Step 1** - Click the content folder copied from Blackboard

Step 2 - Your content may appear out of sequence
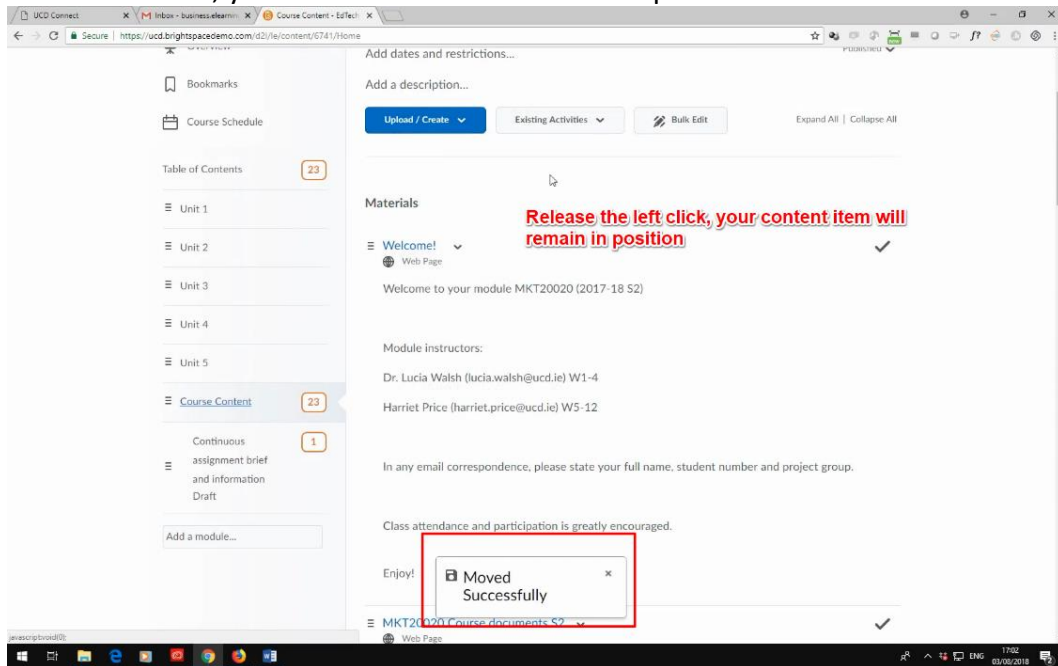
Step 3 - To re-order content in the list, left click and hold the content items handle
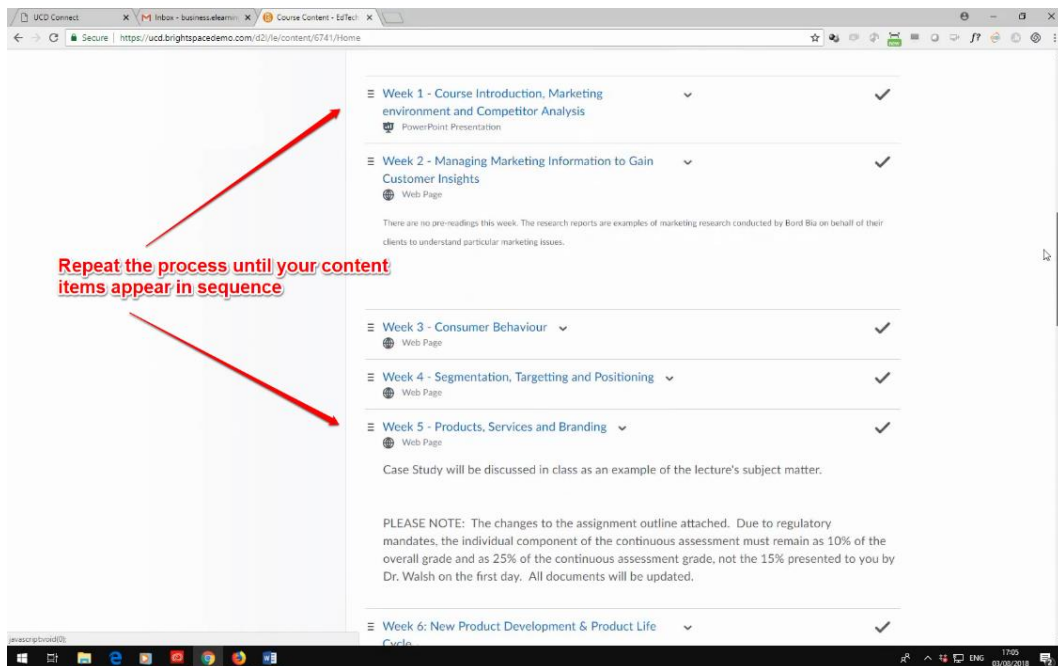

Step 4 - Drag the content into the desired location

Step 5 - Release the left click, your content item will remain in position

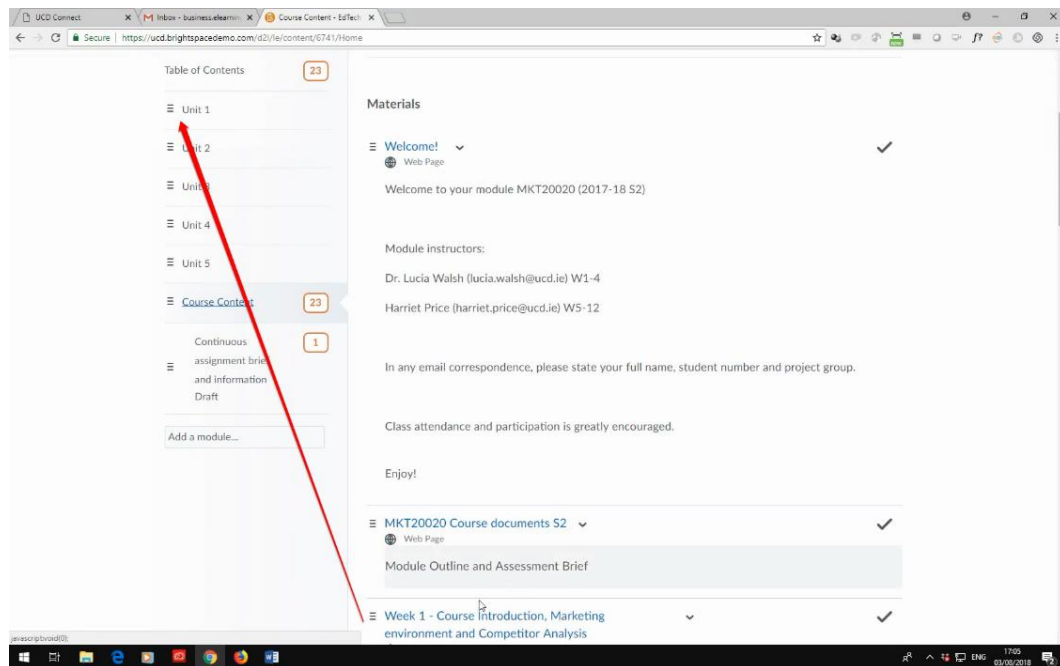**Step 6** - Repeat the process until your copied content appears in sequence
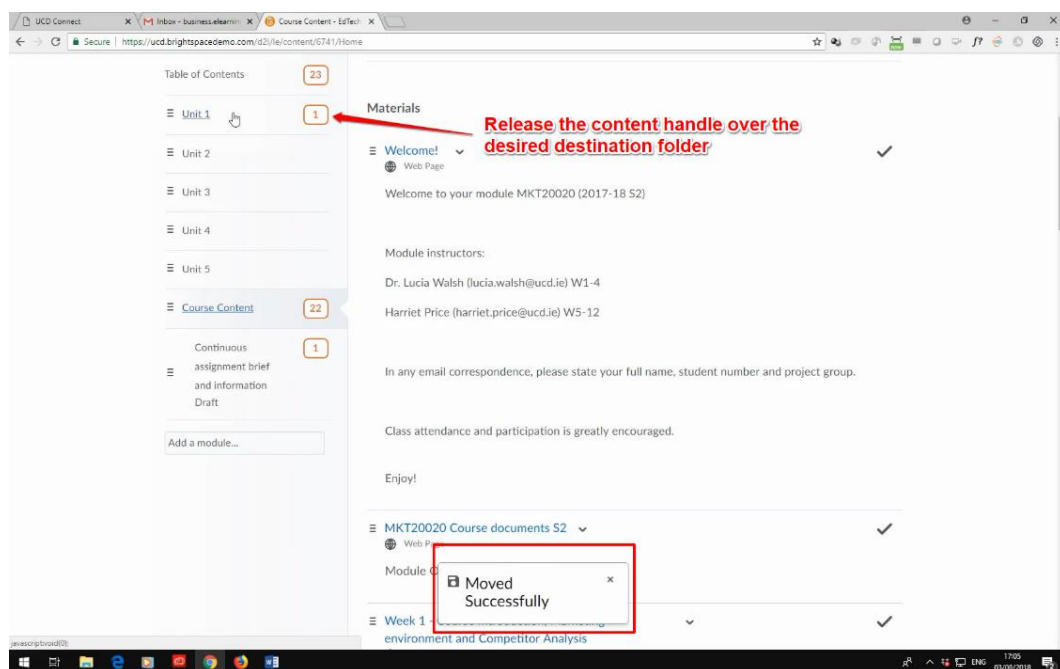
Ordering Content - Moving Content Items

There are two ways to move content items into the desired containing folders:
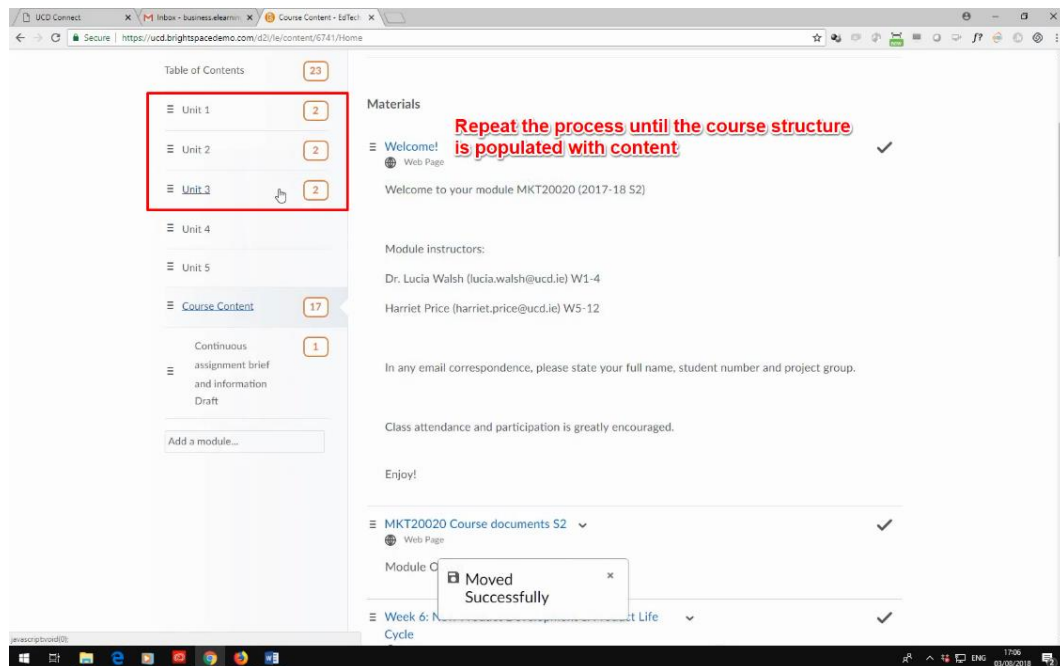
Method 1 - Click & Drag

Step 1 - Left click and hold the handle of the content item you wish to move, drag the item over the destination folder

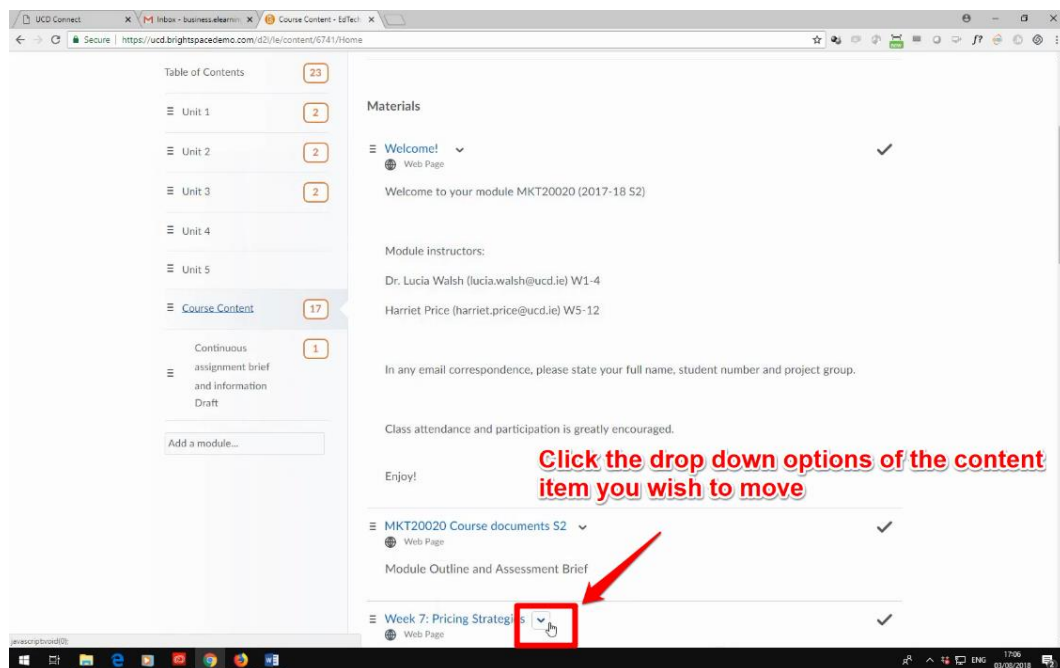**Step 2** - Release the content handle over the destination folder

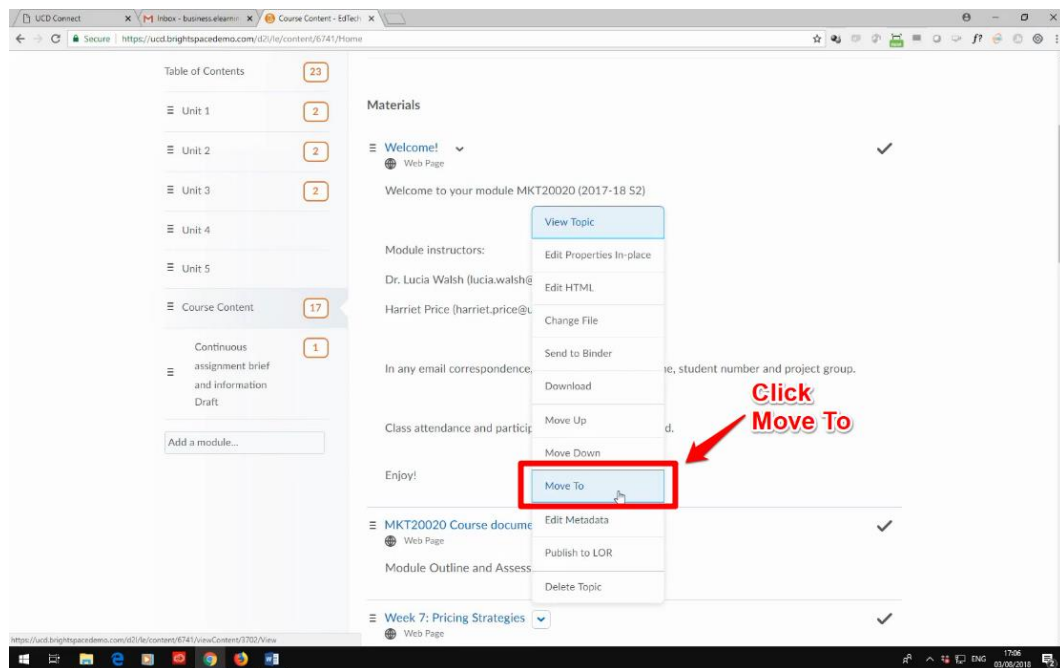**Step 3** - Repeat the process until the course structure set up with Module Builder is populated with content
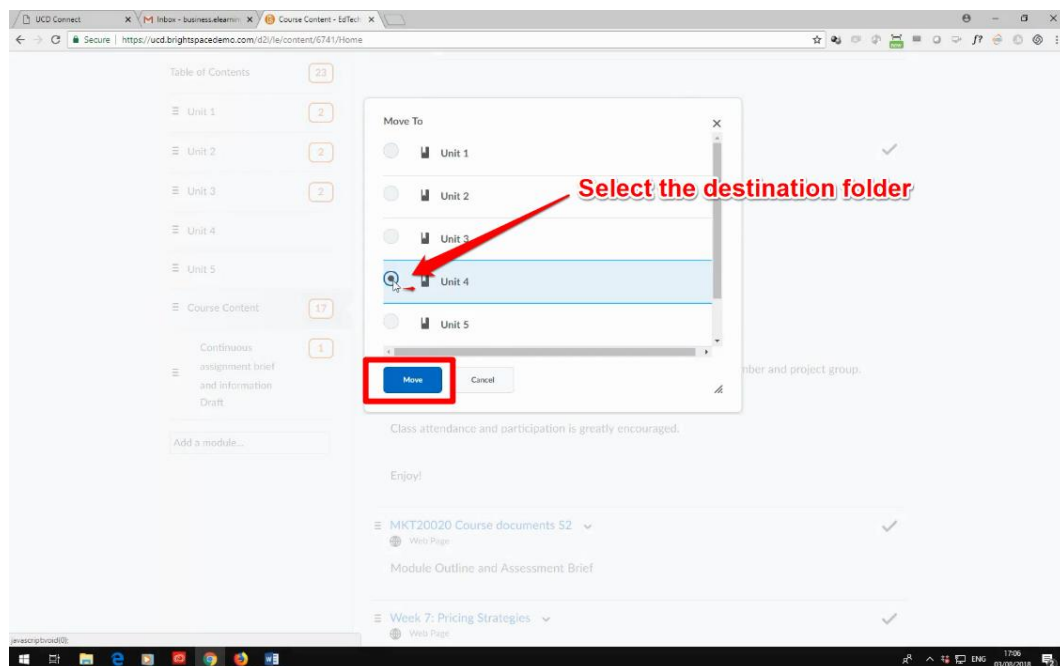

Method 2 - Select from a list

Step 1 – Click the drop-down options of the content item you wish to move
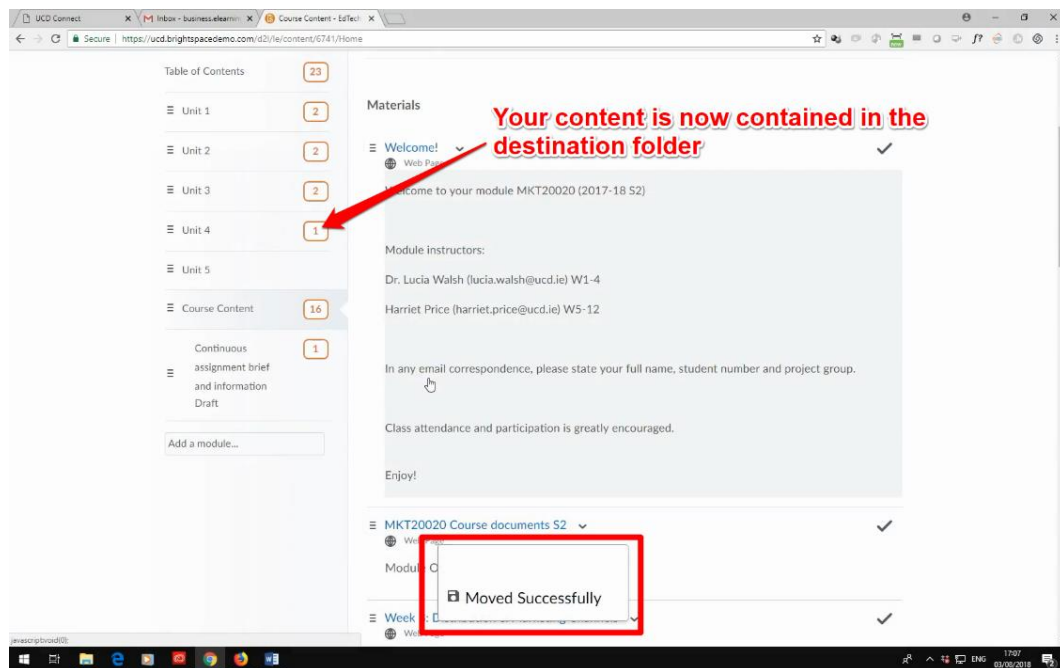
Step 2 - Click *Move To* from the drop-down options
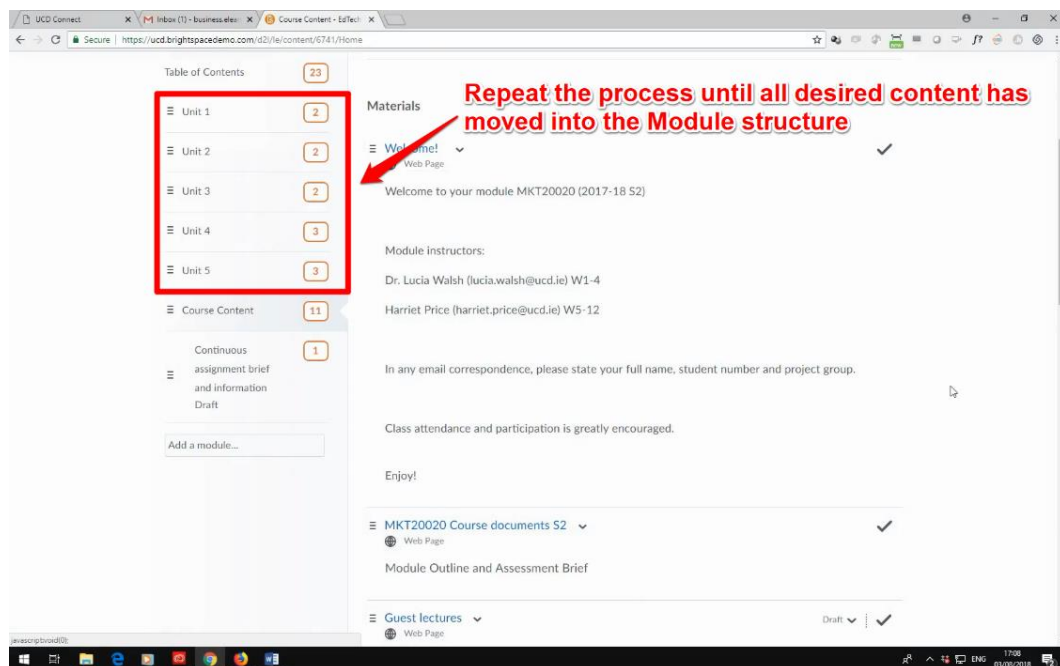

Step 3 - Select the destination folder from the list, Click *Move*

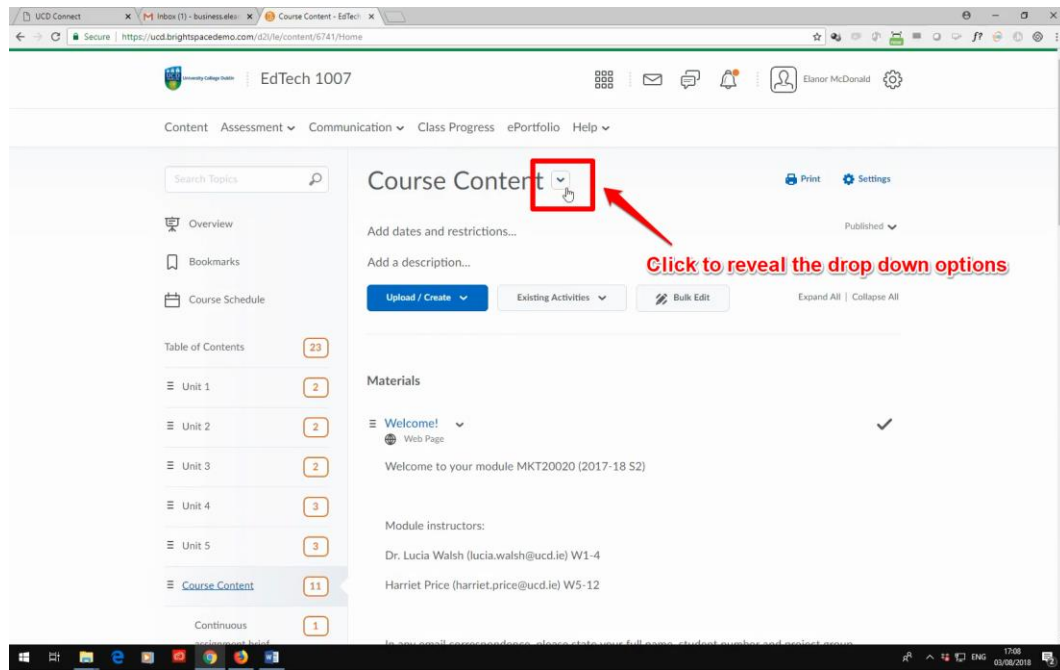**Step 4** - Your content has been moved successfully to the destination folder

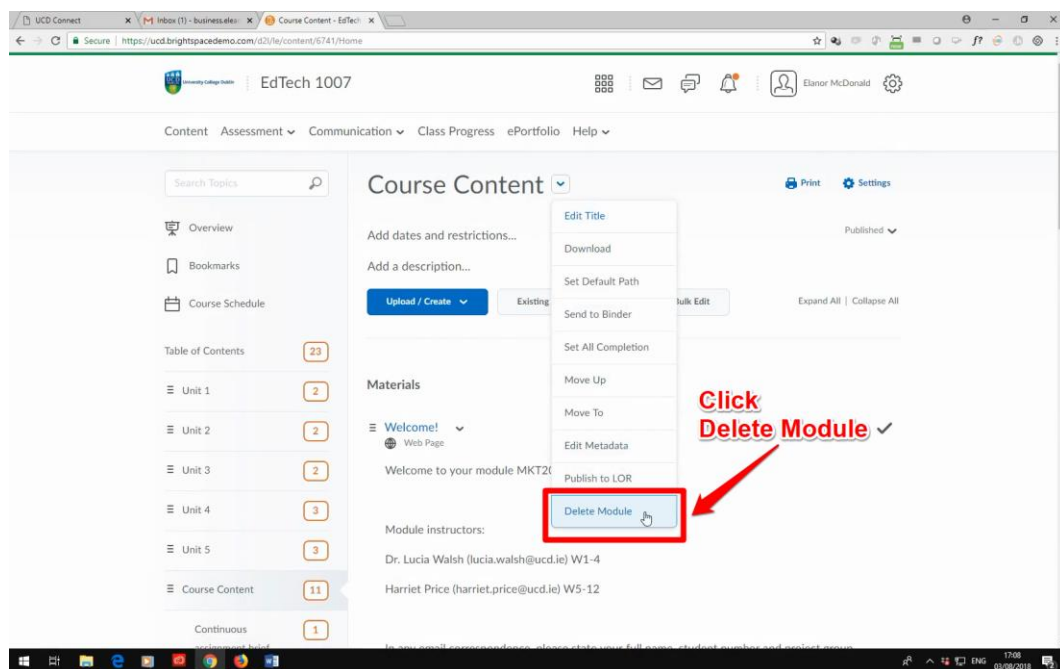**Step 5** - Repeat the process until your Module structure is complete

Ordering Content - Removing Unwanted Files and Folders

Once you have added your Blackboard files into the Brightspace course structure, remove the copied Blackboard folder and any unwanted files.

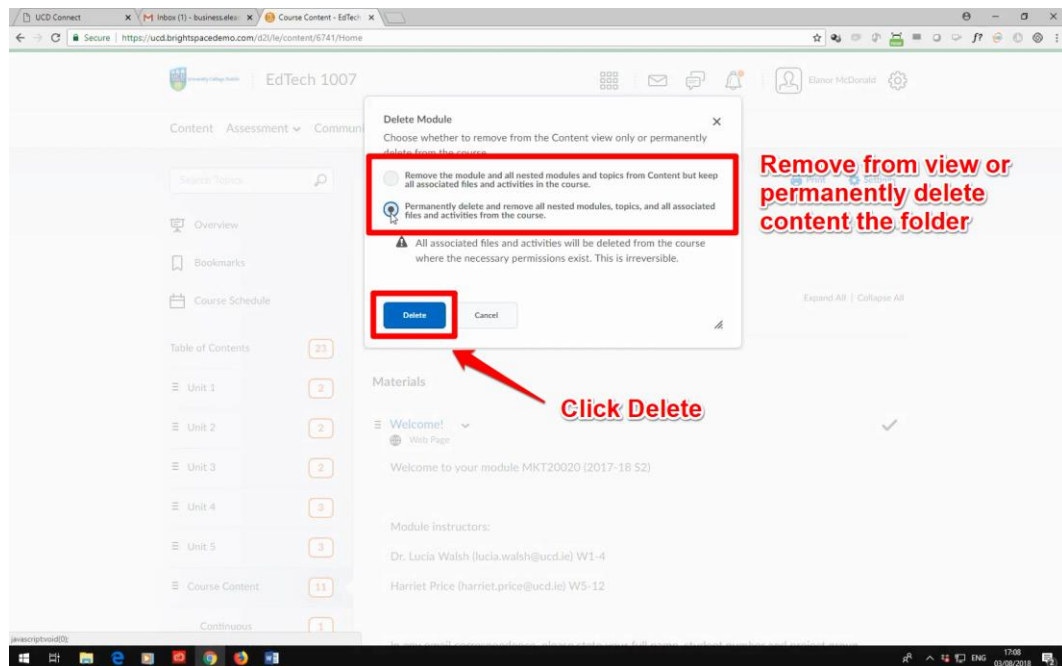**Step 1** - Click on the drop-down options of the folder copied from Blackboard

Step 2 - Click *Delete Module* from the list of options

Step 3 - Choose to remove from view or permanent delete
Click *Delete*

Step 3 - Blackboard content contained in Brightspace