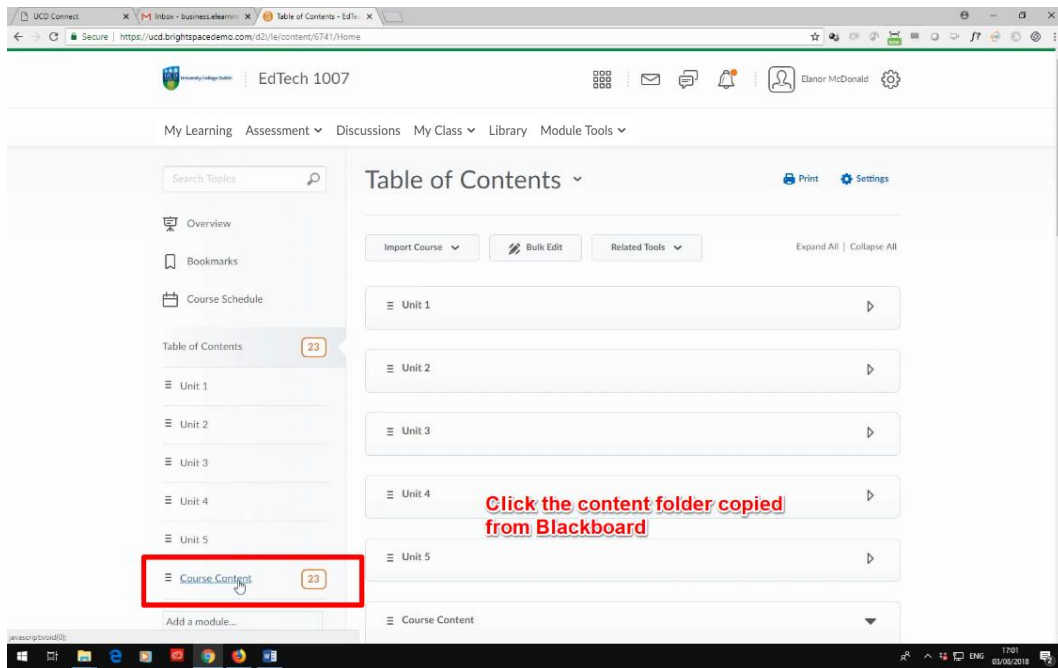


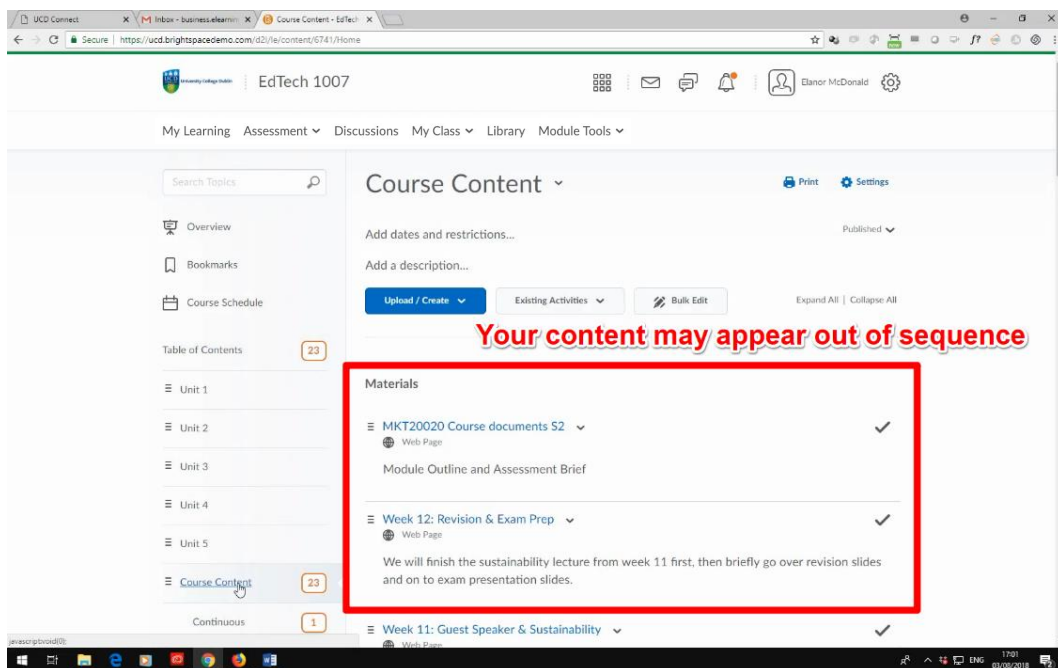
Ordering Content - Sequencing

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.

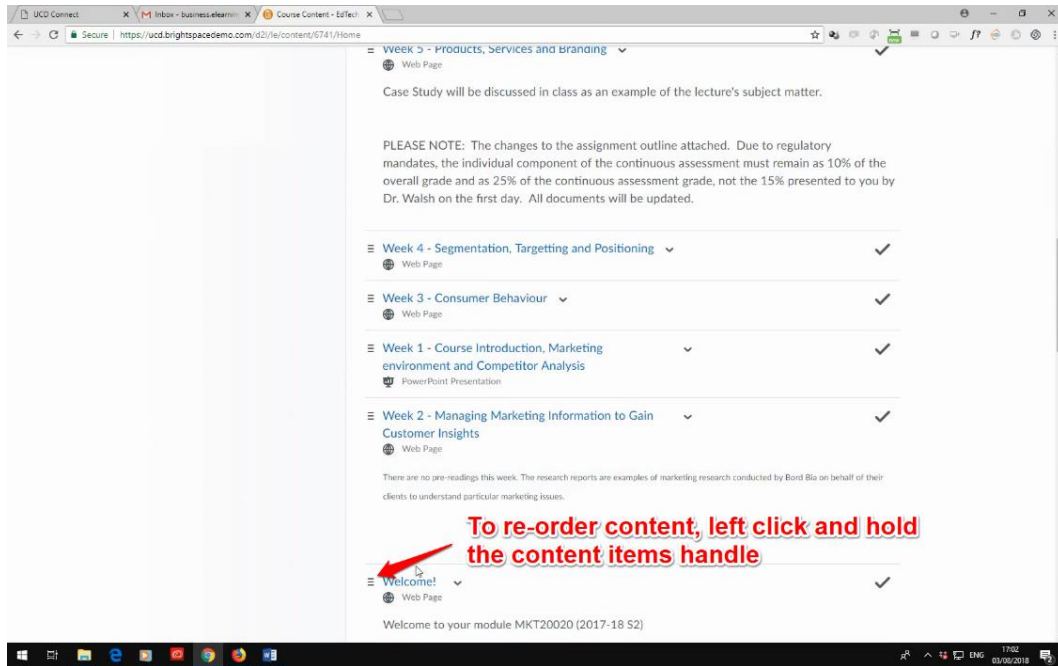
Step 1 - Click the content folder copied from Blackboard



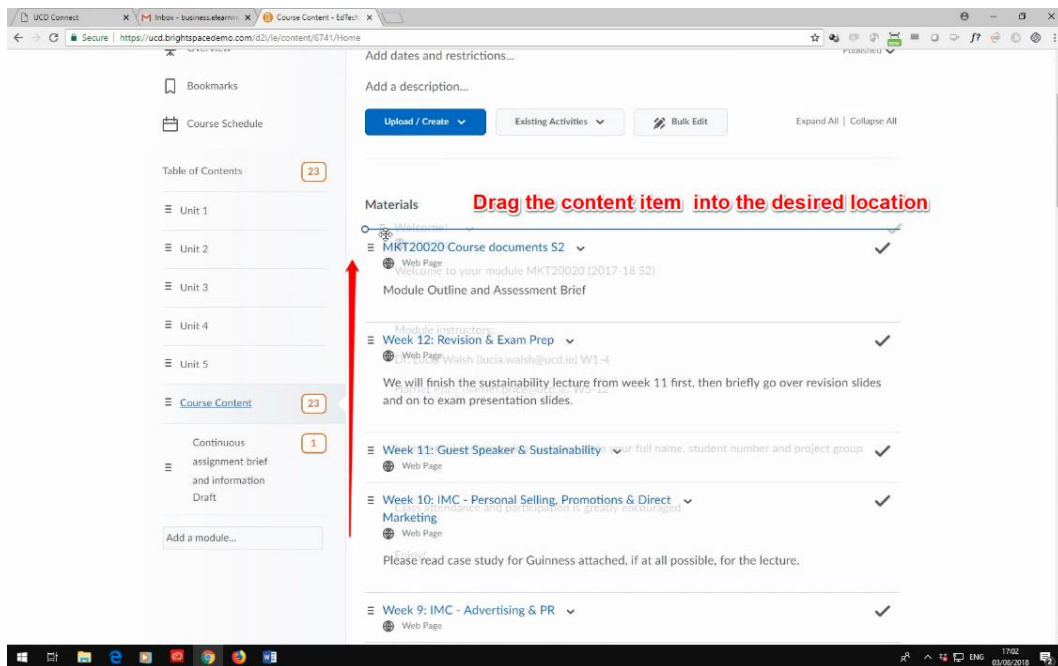
Step 2 - Your content may appear out of sequence



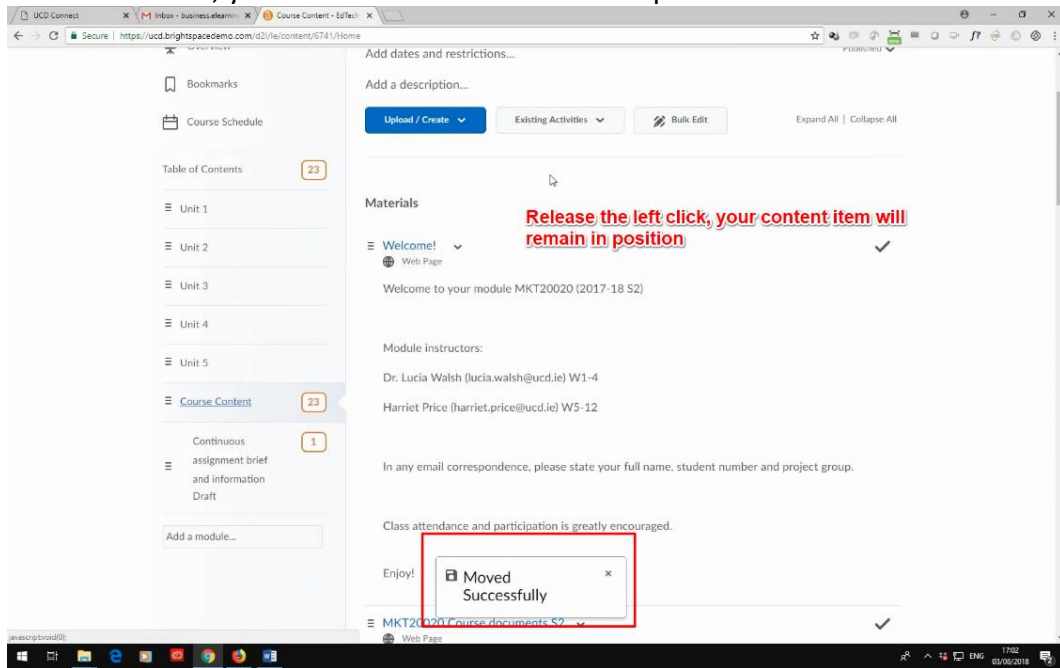
Step 3 - To re-order content in the list, left click and hold the content items handle



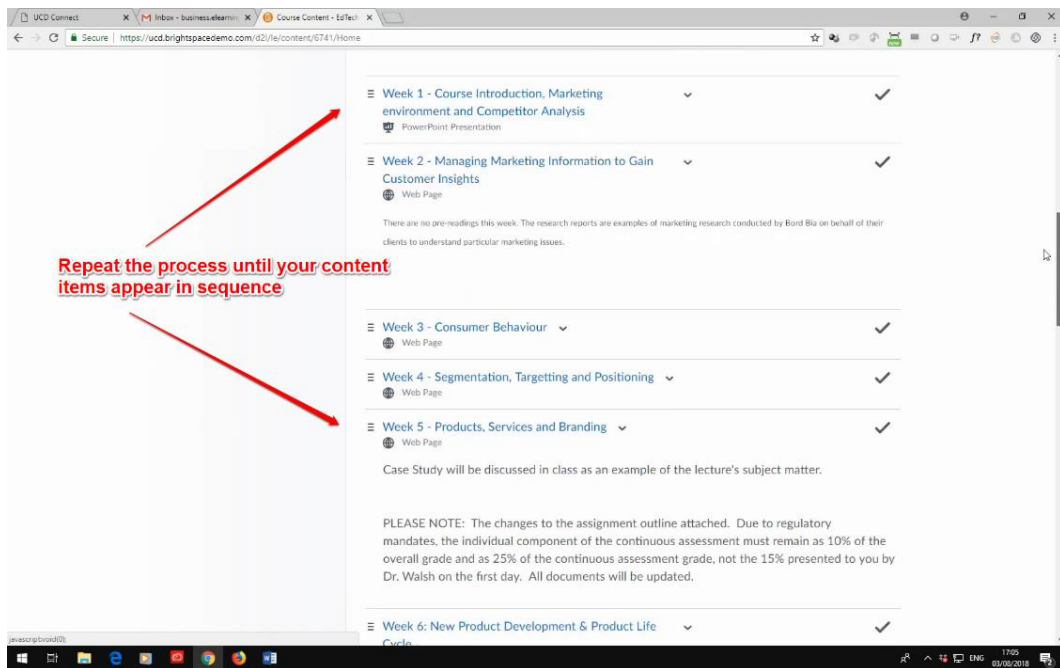
Step 4 - Drag the content into the desired location



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

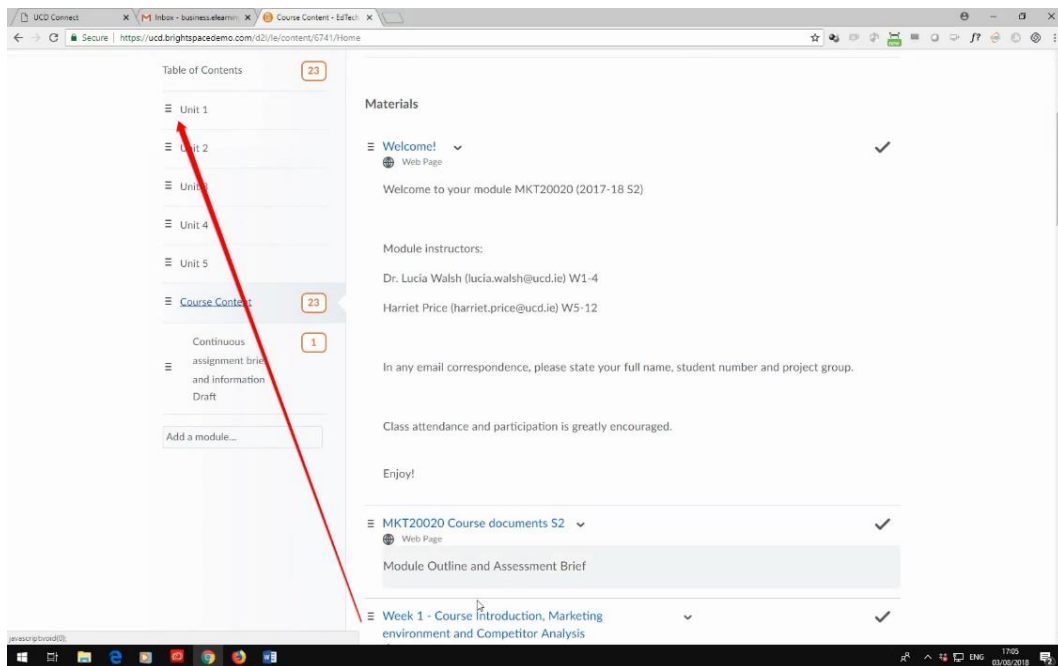


Ordering Content - Moving Content Items

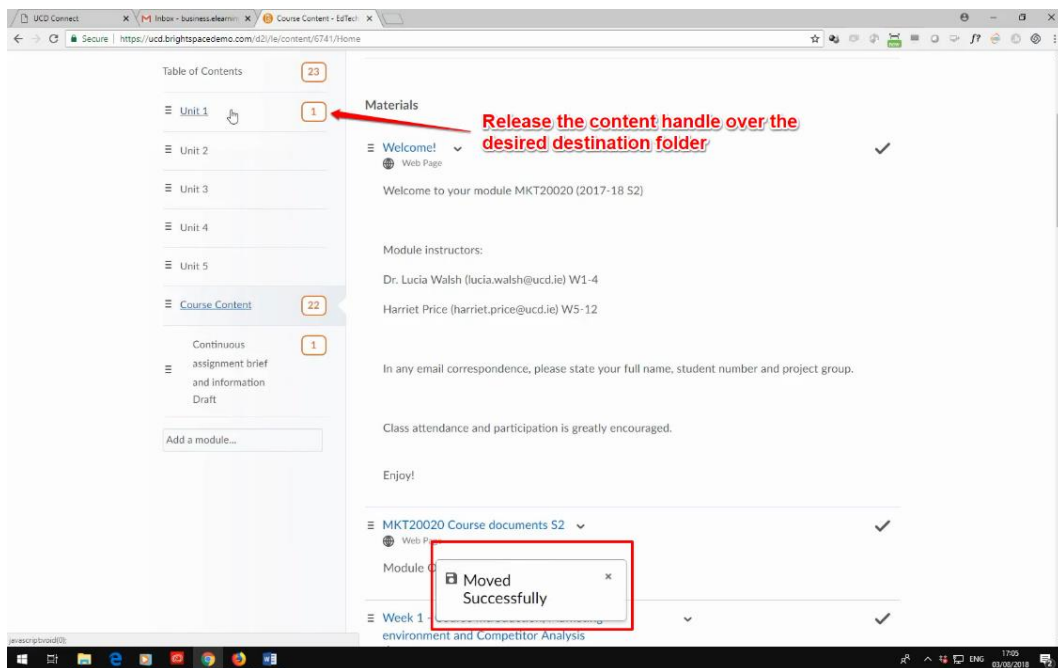
There are two ways to move content items into the desired containing folders:

Method 1 - Click & Drag

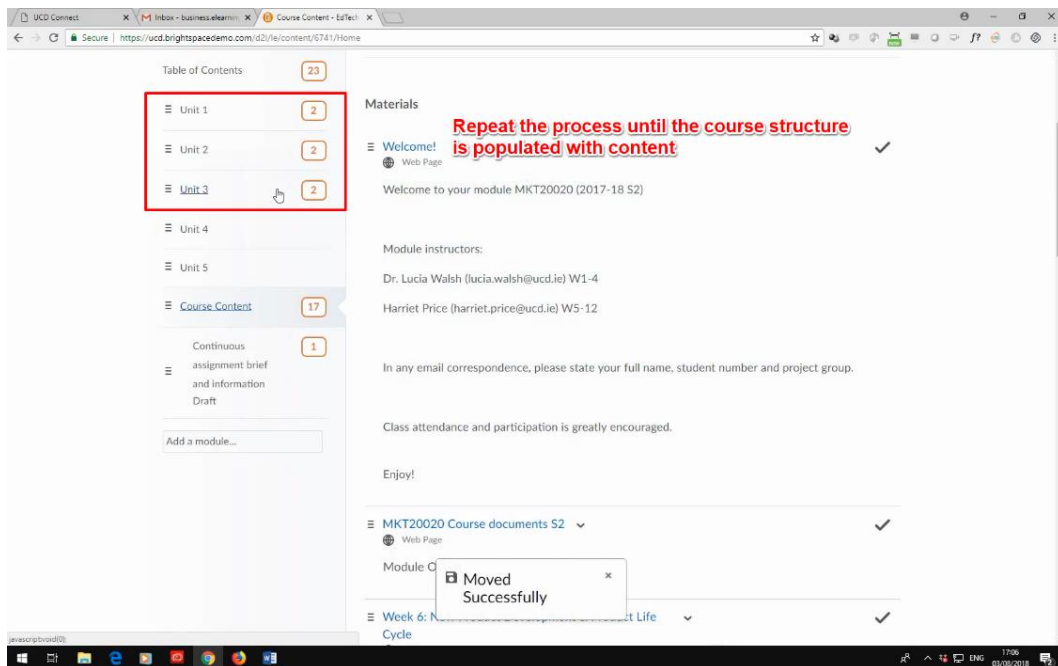
Step 1 - Left click and hold the handle of the content item you wish to move, drag the item over the destination folder



Step 2 - Release the content handle over the destination folder

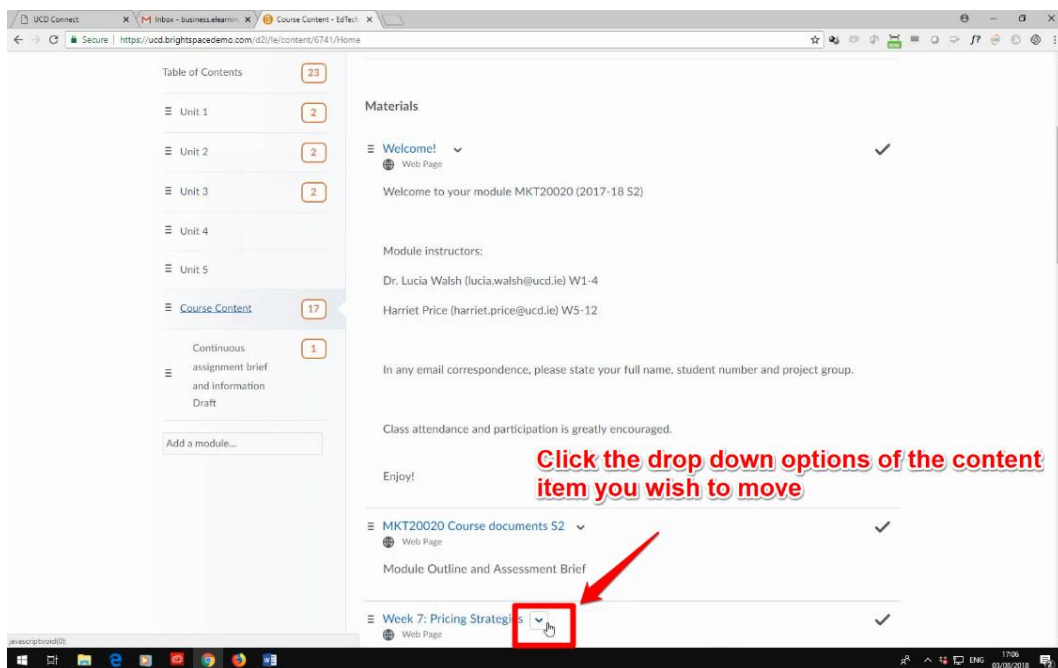


Step 3 - Repeat the process until the course structure set up with Module Builder is populated with content

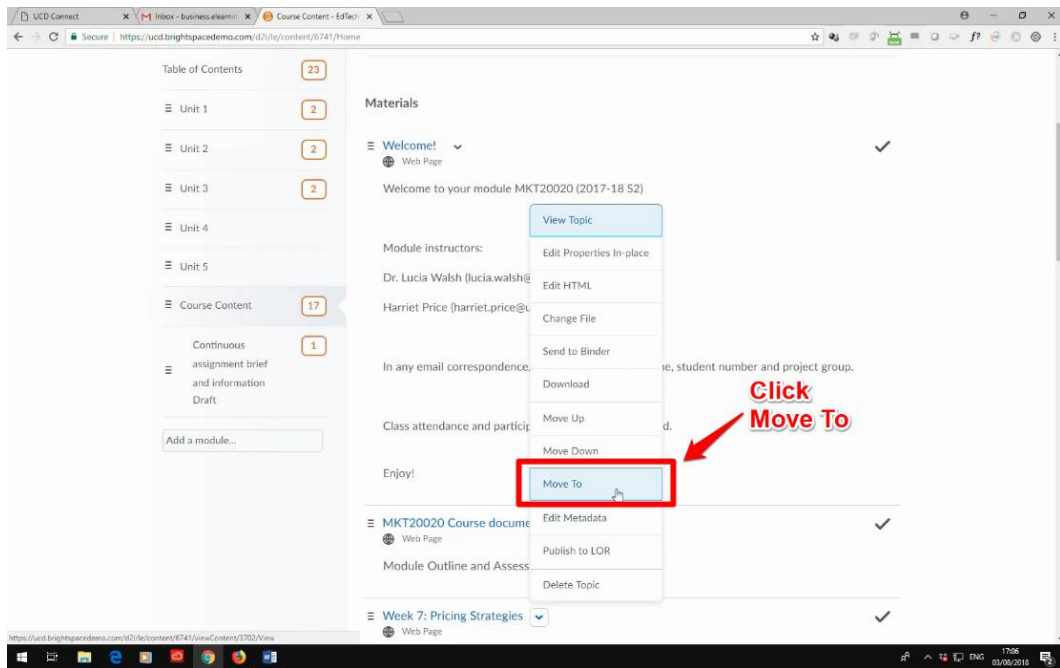


Method 2 - Select from a list

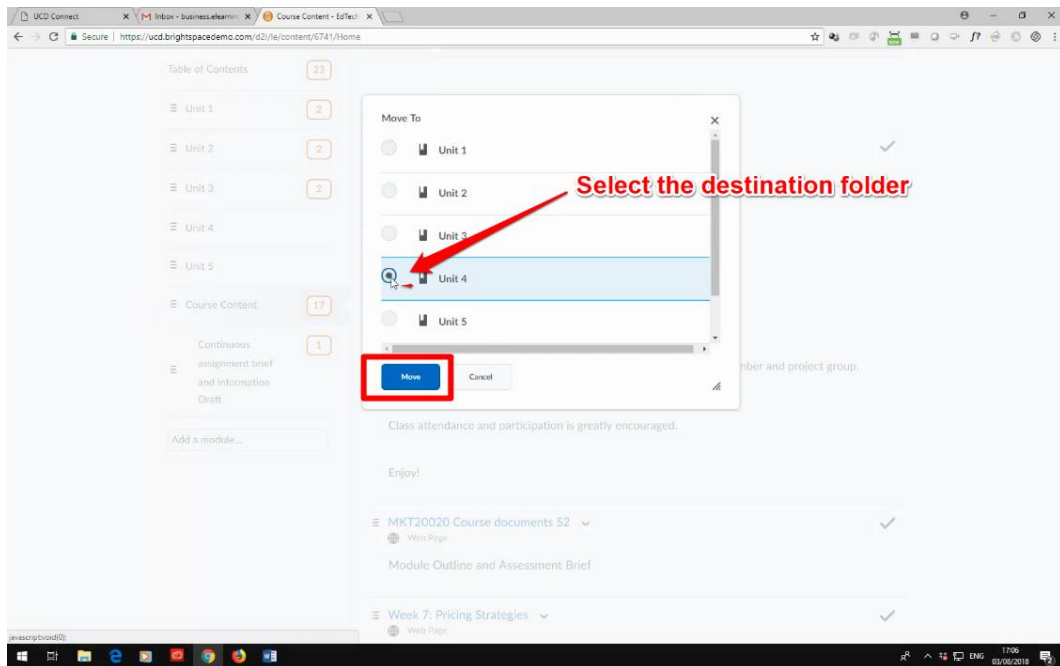
Step 1 – Click the drop-down options of the content item you wish to move



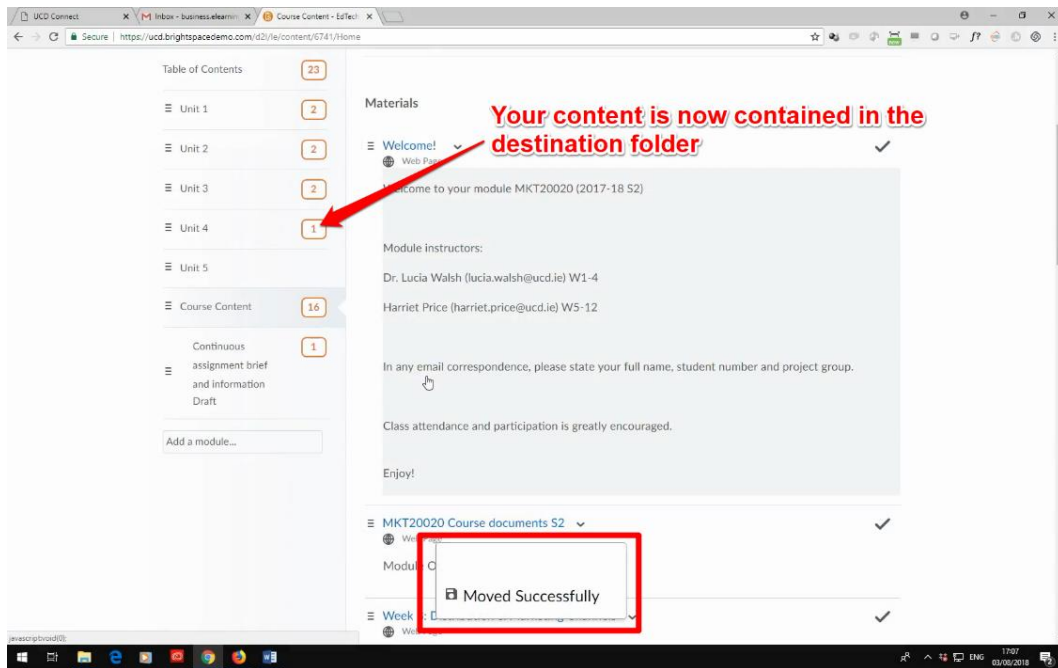
Step 2 - Click *Move To* from the drop-down options



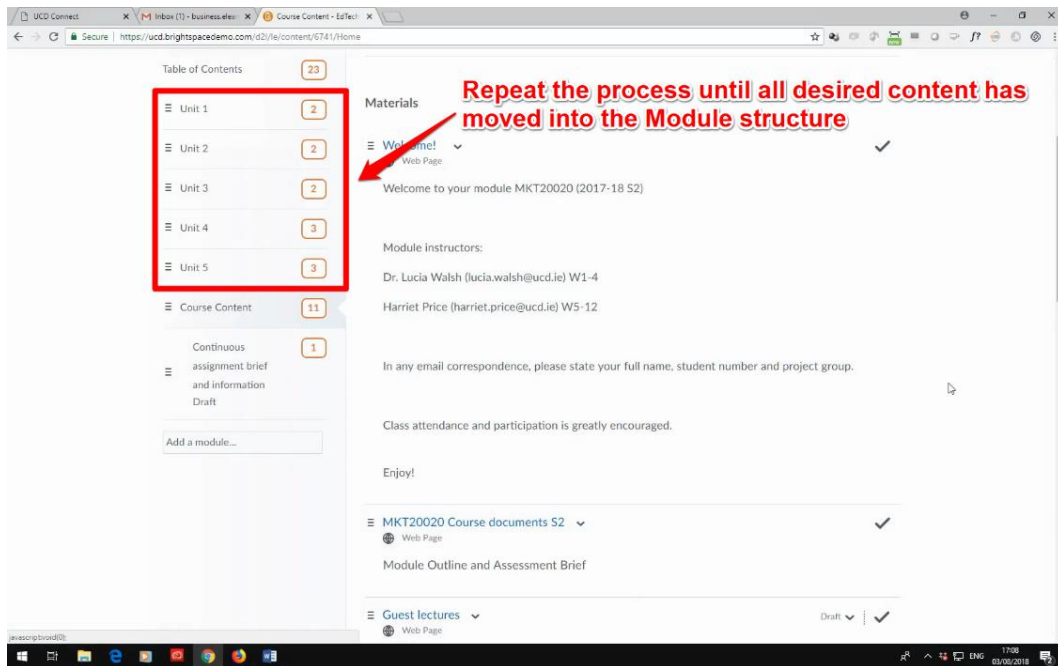
Step 3 - Select the destination folder from the list, Click *Move*



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



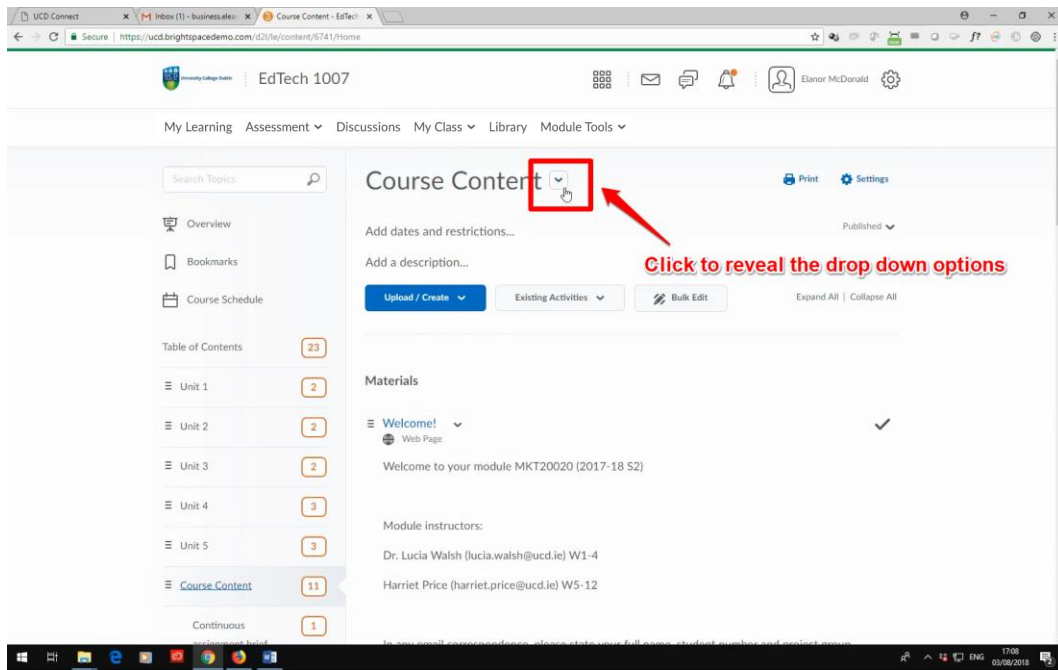
Step 5 - Repeat the process until your Module structure is complete



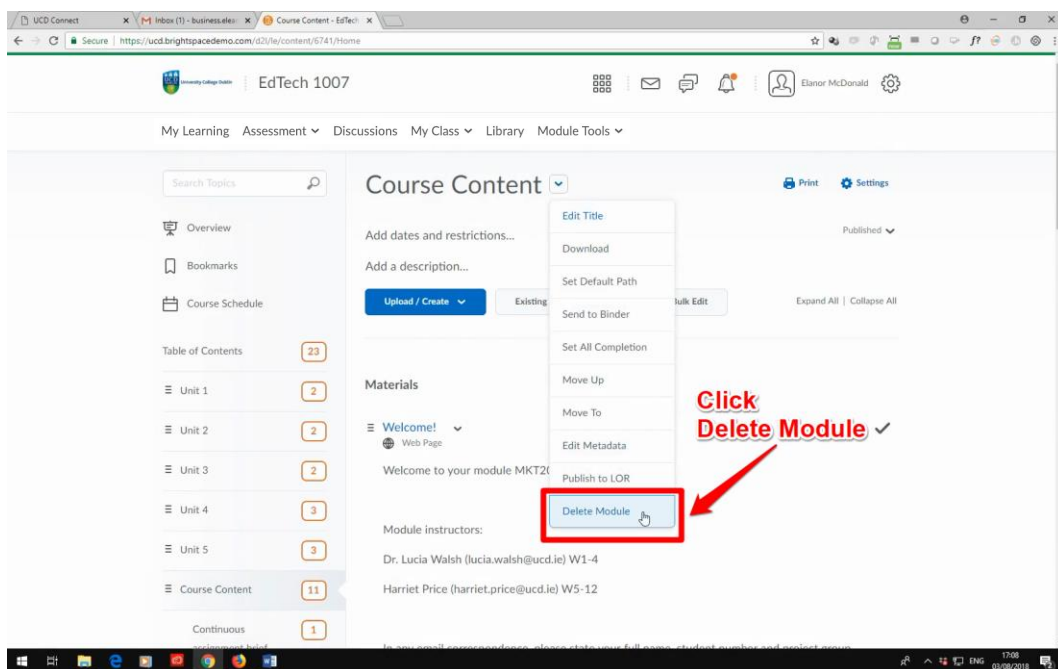
Ordering Content - Removing Unwanted Files and Folders

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

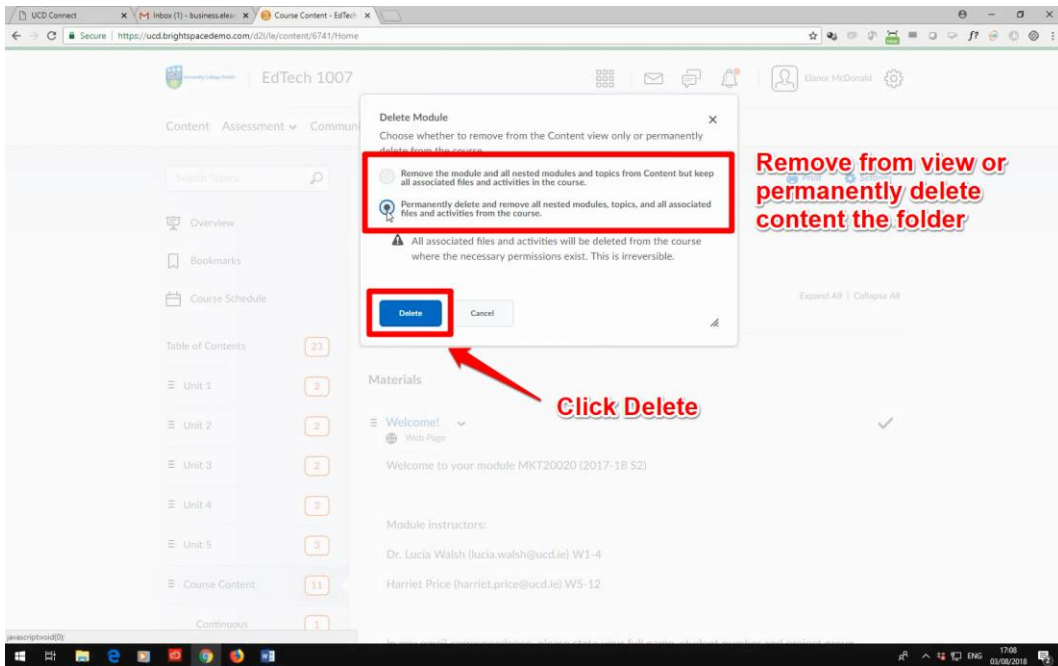
Step 1 - Click on the drop-down options of the folder copied from Blackboard



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

