

Ordering Content

Content in Brightspace is arranged by Units, Sub units and Topics.

- A Unit is a containing folder for your content.
- A Sub unit is a containing folder created inside a Unit.
- A Topic is a content item contained within a Unit or Sub unit.

You can change the sequencing or order of Units, Sub units or Topics as well as being able to move Sub units and Topic between Units.

Moving or ordering Units

Units are holding containers for your module content.

Step 1 - Units in Brightspace can be moved or ordered by click-and-drag. Hover over and left-click on the Unit handle.

The screenshot shows the 'Learning Materials' page in Brightspace. On the left is a navigation sidebar with 'Learning Materials' selected, showing a list of units: 'Course Materials' (45), 'Course Materials' (40), 'Assessment', and 'Module Information' (5). The 'Module Information' unit is highlighted with a red box. A red arrow points from this box to the main content area, which lists units: 'Course Materials', 'Assessment', and 'Module Information'. A red text annotation 'Left-Click and hold the handle of the Unit' points to the handle icon of the 'Module Information' unit in the main content area. At the top right, there are 'Print' and 'Settings' icons. Below the unit list are buttons for 'Import Module', 'Bulk Edit', and 'Related Tools', along with 'Expand All' and 'Collapse All' links. An 'Add a unit...' button is at the bottom.

Step 2 - Drag the handle into the correct position indicated by the blue line.

This close-up screenshot shows the unit handles being reordered. A blue horizontal line is positioned above the 'Course Materials' unit handle. A red arrow points from the text 'Drag the handle into position indicated by the blue line' to the 'Course Materials' unit handle, which is highlighted with a red box. Below it is the 'Assessment' unit handle, and at the bottom is the 'Module Information' unit handle. The 'Module Information' unit handle is highlighted with a red box and has a '5' next to it.

Step 3 - Release the mouse click, dropping the Unit into the correct position.

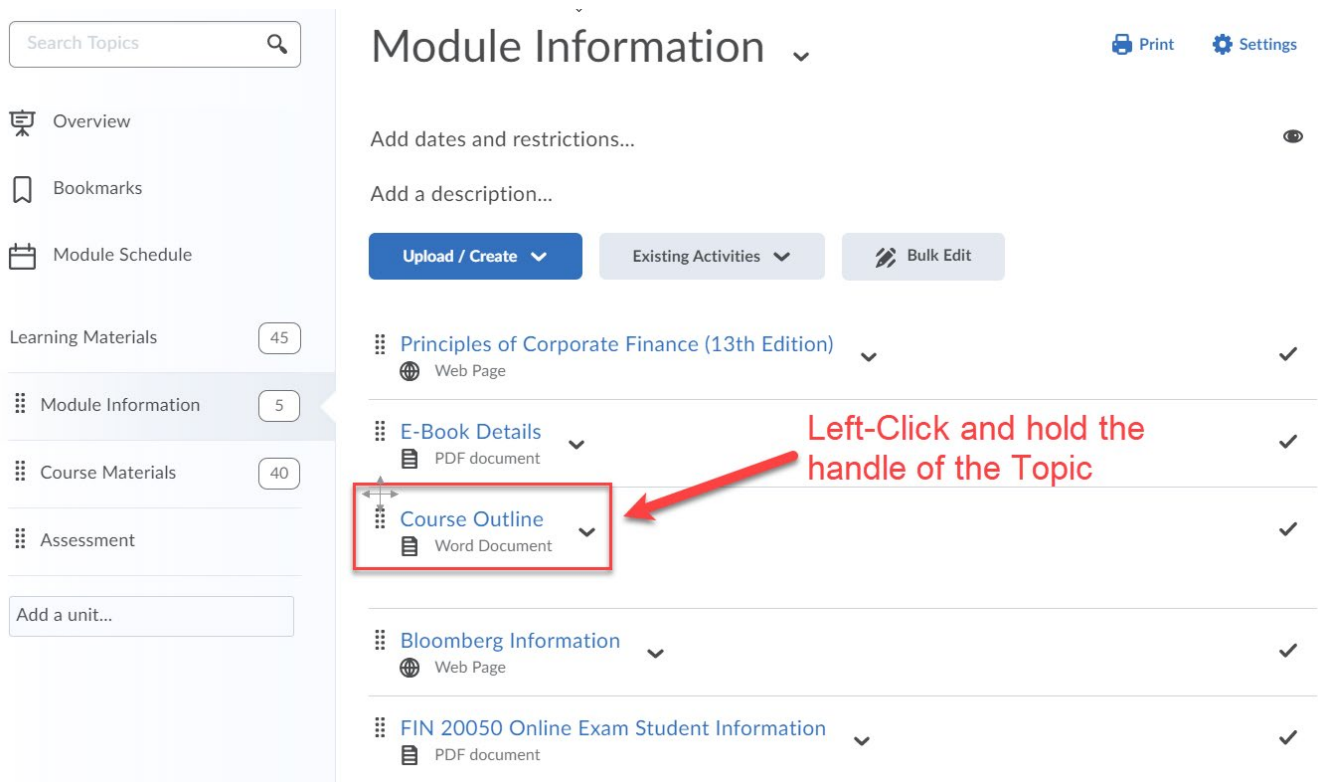


Moving or ordering Topics

Content items inside holding Units are called Topics in Brightspace.

Step 1 -Topics can be moved or ordered by click-and-drag.

Hover over and left-click on the Topic handle.



Step 2 - Drag the content Topic into the desired position indicated by the blue line.

Course Outline

- Principles of Corporate Finance (13th Edition) Web Page
- Course Outline Word Document
- Term Group Assignment Word Document
- Bloomberg Information Web Page
- FIN 20050 Online Exam Student Information PDF document

Drag the handle into position indicated by the blue line

Step 3 - Release the left-click, your content item will remain in position.

Course Outline Word Document ✓

Principles of Corporate Finance (13th Edition) Web Page ✓

E-Book Details PDF document ✓

Bloomberg Information Web Page ✓

FIN 20050 Online Exam Student Information PDF document ✓

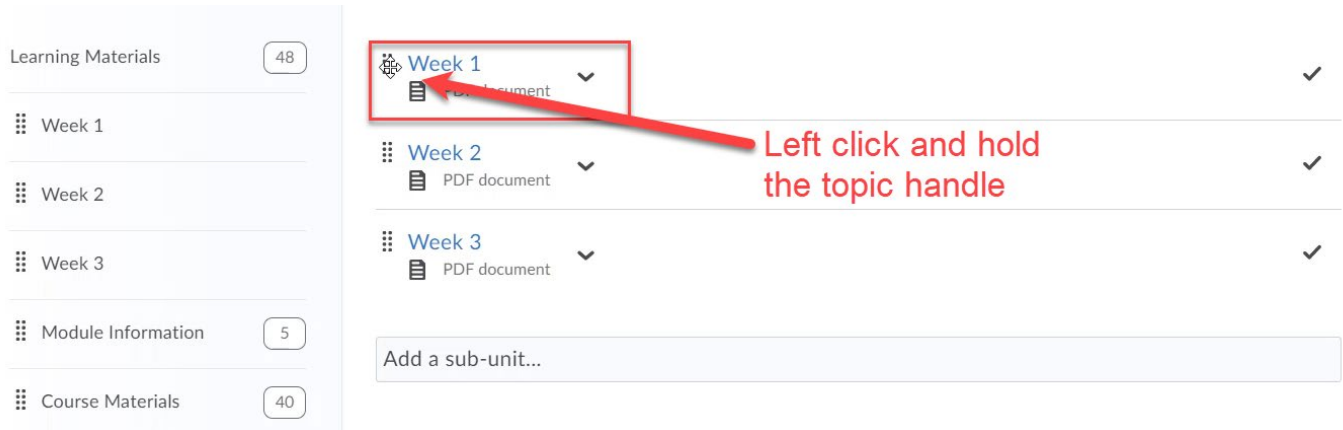
Release the mouse click dropping the Topic into position

Move content to a different Unit

There are two ways to move content items into the desired containing Units.

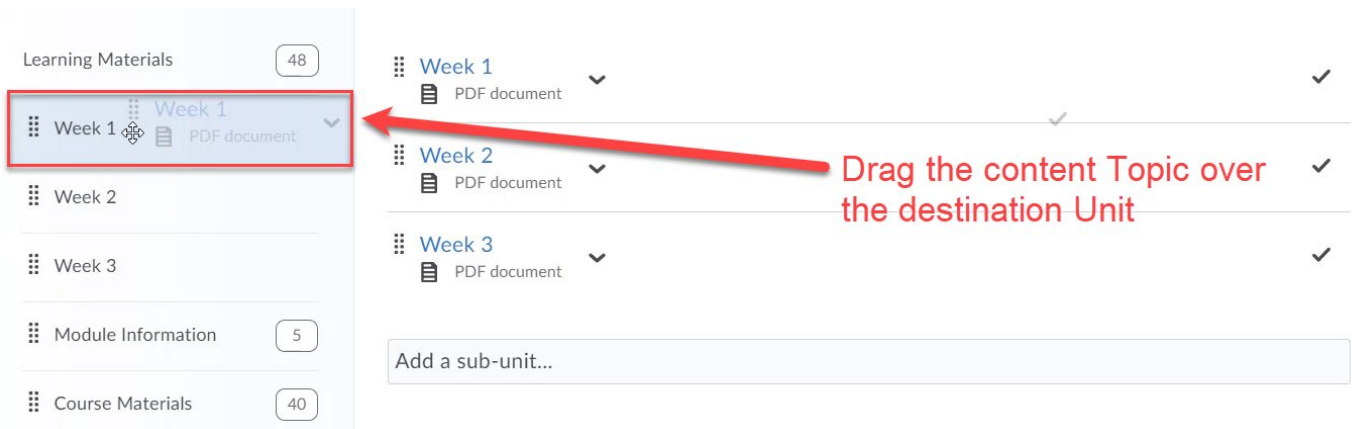
Method 1 - Click & Drag

Step 1 - Left-click and hold the handle of the content Topic you wish to move.



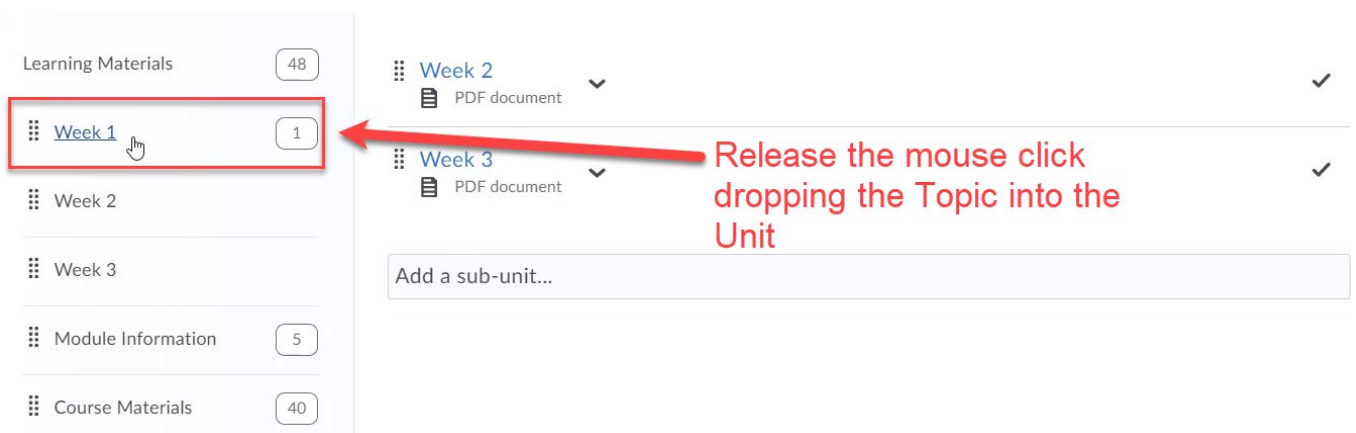
The screenshot shows a sidebar on the left with 'Learning Materials' (48), 'Week 1', 'Week 2', 'Week 3', 'Module Information' (5), and 'Course Materials' (40). The main area displays three units: 'Week 1' (PDF document), 'Week 2' (PDF document), and 'Week 3' (PDF document). A red box highlights the 'Week 1' unit in the main area, and a red arrow points to its handle icon. A red text annotation reads: 'Left click and hold the topic handle'.

Step 2 - Drag the Topic into position.



The screenshot shows the same interface as Step 1. A red box highlights the 'Week 1' unit in the main area, and a red arrow points to its handle icon. A red text annotation reads: 'Drag the content Topic over the destination Unit'.

Step 3 - Release the mouse click dropping the Topic into position.



The screenshot shows the same interface as Step 2. A red box highlights the 'Week 1' unit in the main area, and a red arrow points to its handle icon. A red text annotation reads: 'Release the mouse click dropping the Topic into the Unit'.

Method 2 - Select from a list

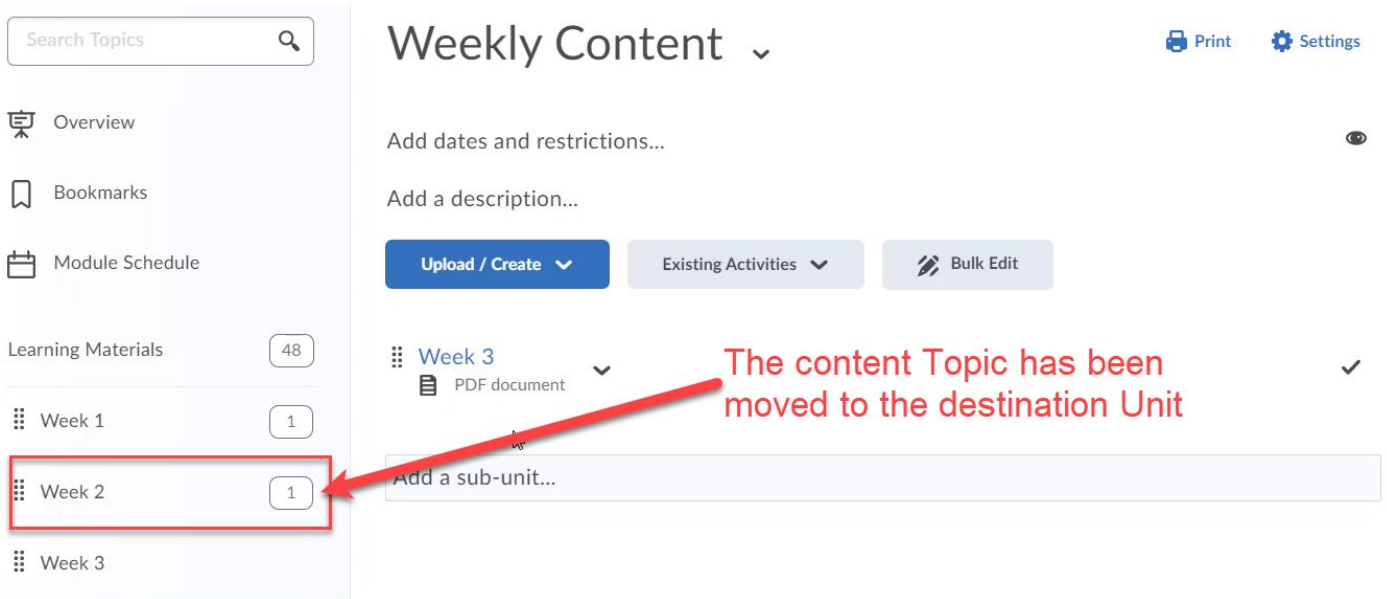
Step 1 – Click the drop-down options of the content item you wish to move.
Click *Move To*

The screenshot shows the 'Weekly Content' interface. On the left is a sidebar with a search bar and navigation options: Overview, Bookmarks, Module Schedule, Learning Materials (48), Week 1 (1), Week 2, and Week 3. The main area displays a list of topics. A context menu is open over the 'Week 2' topic, which is also highlighted with a red box. The menu options are: Change File, Download, Move Down, Move To (highlighted with a red box), and Edit Metadata. A red arrow points to the 'Move To' option with the text 'Select - Move To'. Another red arrow points to the dropdown arrow of the 'Week 2' topic with the text 'Click the Down arrow of the Topic you want to move'. At the top right, there are 'Print' and 'Settings' icons. Below the menu is a 'Bulk Edit' button. At the bottom, there is an 'Add a sub-unit...' input field.

Step 2 - Select the destination Unit from the list, Click *Move*

The screenshot shows the 'Move To' dialog box. It has a search bar at the top. Below it is a list of destination units: Week 2 (selected with a radio button), Week 3, Module Information, and Course Materials. A red box highlights the 'Week 2' option, with a red arrow pointing to it and the text 'Select the destination Unit'. At the bottom of the dialog, there are 'Move' and 'Cancel' buttons. A red box highlights the 'Move' button, with a red arrow pointing to it and the text 'Click - Move'. The background shows the same 'Weekly Content' interface as in the previous screenshot.

Step 3 - Your content has been moved successfully to the destination Unit.



Search Topics

Overview

Bookmarks

Module Schedule

Learning Materials 48

- Week 1 1
- Week 2 1**
- Week 3

Weekly Content ▾

[Print](#) [Settings](#)

Add dates and restrictions... 👁

Add a description...

[Upload / Create ▾](#) [Existing Activities ▾](#) [Bulk Edit](#)

- Week 3 ▾**
 - PDF document ✓

Add a sub-unit...

The content Topic has been moved to the destination Unit