Step by Step: Moving Items On The Course Menu

Blackboard Learn gives you two ways to move menu items up and down on the course menu, using: 1) the up/arrows next to the items or 2) the re-ordering tool.

1. Be sure **Edit Mode** is ON.

**Method One:**
2. Place your mouse over the menu item you want to move. Arrows will appear at the left of the item. The cursor will change to a ⬆️. Click and drag the ⬇️ to the new position.

**Method Two:**
3. Click the **reordering tool** at the top right of the course menu.

4. The **Reorder: Menu Items** pop up window displays. Click the item you want to move.

5. Click the **up/down arrows** to move the item up or down in the list.

6. Click the **Submit** button.