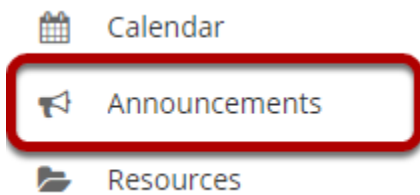


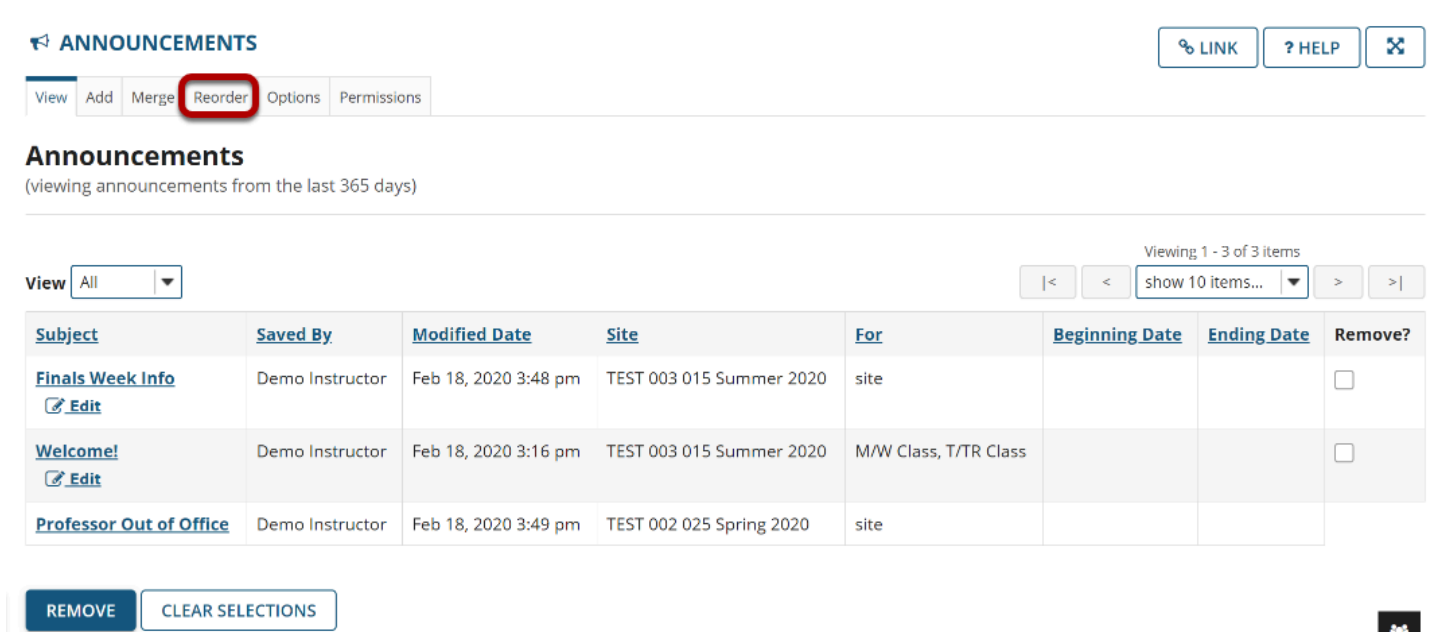
How do I reorder announcements?

Go to the Announcements tool.



Select the **Announcements** tool from the Tool Menu of your site.

Click Reorder at the top of the screen.



ANNOUNCEMENTS LINK HELP ✕


View Add Merge **Reorder** Options Permissions

Announcements

(viewing announcements from the last 365 days)

View All Viewing 1 - 3 of 3 items |< < show 10 items... > >|

Subject	Saved By	Modified Date	Site	For	Beginning Date	Ending Date	Remove?
Finals Week Info Edit	Demo Instructor	Feb 18, 2020 3:48 pm	TEST 003 015 Summer 2020	site			<input type="checkbox"/>
Welcome! Edit	Demo Instructor	Feb 18, 2020 3:16 pm	TEST 003 015 Summer 2020	M/W Class, T/TR Class			<input type="checkbox"/>
Professor Out of Office	Demo Instructor	Feb 18, 2020 3:49 pm	TEST 002 025 Spring 2020	site			

REMOVE CLEAR SELECTIONS 

Drag and drop to reorder announcements.

ANNOUNCEMENTS

[LINK](#) [? HELP](#) [X](#)

View Add Merge **Reorder** Options Permissions

Reorder Announcements

To reorder, drag and drop list items, or use the keyboard U and D keys, and then click Update.

[Undo last](#) | [Undo all](#)

Sort by subject	Sort by author	Sort by beginning date	Sort by ending date	Sort by modified date
Welcome!	Demo Instructor	Feb 18, 2020 3:16 pm		
Finals Week Info	Demo Instructor	Feb 18, 2020 3:48 pm		
Professor Out of Office	Demo Instructor	Feb 18, 2020 3:49 pm		

UPDATE CANCEL

Click Update.

ANNOUNCEMENTS

[LINK](#) [? HELP](#) [X](#)

View Add Merge **Reorder** Options Permissions

Reorder Announcements

To reorder, drag and drop list items, or use the keyboard U and D keys, and then click Update.

[Undo last](#) | [Undo all](#)

Sort by subject	Sort by author	Sort by beginning date	Sort by ending date	Sort by modified date
Welcome!	Demo Instructor	Feb 18, 2020 3:16 pm		
Finals Week Info	Demo Instructor	Feb 18, 2020 3:48 pm		
Professor Out of Office	Demo Instructor	Feb 18, 2020 3:49 pm		

UPDATE CANCEL

Auto-Sort Options

Undo **1** Undo all

2

3

4

5

Sort by subject	Sort by author	Sort by beginning date	Sort by ending date	Sort by modified date ▲
Welcome!	Demo Instructor	Feb 18, 2020 3:16 pm		
Finals Week Info	Demo Instructor	Feb 18, 2020 3:48 pm		
Professor Out of Office	Demo Instructor	Feb 18, 2020 3:49 pm		

UPDATE CANCEL

There are five options that allow you to auto-sort the Announcements:

1. **Sort by subject** - orders the announcements in alphabetical order according to the subject line
2. **Sort by author** - orders the announcements in alphabetical order according to the person who created the announcement
3. **Sort by beginning date** - orders the announcements based on first date of display
4. **Sort by ending date** - orders the announcements based on last date of display
5. **Sort by modified date** - orders the announcements in order based the creation (or most recent modification) date

When you click the link, an arrow icon appears beside it showing if the list is sorted smallest to largest, or largest to smallest. In the above illustration, the announcements are sorted by modified date, with the oldest at the top and the most recent at the bottom. If the link is clicked again, the arrow icon will point down showing that the most recent announcements are at the top and the oldest ones are at the bottom of the list.