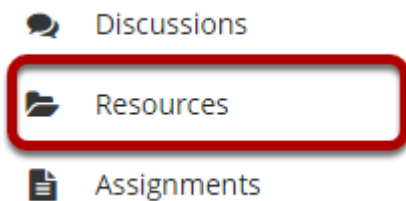


How do I reorder files or folders within Resources?

Anyone with access to view Resources sees the reordered items in the desired order. If an instructor wants students to go directly to Resources to locate content items, this feature allows the items to be placed in a specific order. Or if you have used the [Make a Web Content Link](#) option to place a Resources folder into the Tool Menu, the reorder feature controls the placement of items on that page as viewed by site participants.

The process is the same for reordering both files and folders. However, items must be within the same parent folder in order to be reordered at one time.

Go to Resources.



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

Click Actions, and then select Reorder.

The screenshot shows a table of resources with columns for Title, Access, Created By, Modified, and Size. The 'Actions' dropdown menu is open, and the 'Reorder' option is highlighted with a red circle.

Title	Access	Created By	Modified	Size
Discussion 1 SMPL101 Resources				
Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
Websites	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items

Actions menu options:

- Add
- Upload Files
- Create Folders
- Add Web Links (URLs)
- Create Text Document
- Create HTML Page
- Create Citation List
- Reorder
- Copy
- Edit Details
- Compress to ZIP Archive
- Move
- Move to Trash
- Edit Folder Permissions
- Make Web Content Link

In the parent folder, from the **Actions** drop-down menu, select **Reorder**.

This displays the Reordering page.

Reorder items and Save.

Reordering: Discussion 1 SMPL101 Resources

To reorder, drag and drop list items or use the keyboard to focus on the item then use U or D keys. Changes will take effect upon 'Save'.













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

Lessons	Demo Instructor	3/10/20
Syllabus and Guidelines	Demo Instructor	3/13/20
Reading	Demo Instructor	3/13/20
Websites	Demo Instructor	3/13/20

SAVE Cancel

Click and drag the items into the desired order, then click **Save**.

View reordered items.

 <input type="checkbox"/> Title 	Access	Created By	Modified	Size	
 Discussion 1 SMPL101 Resources	Actions 				
<input type="checkbox"/>  Syllabus and Guidelines	Actions 	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>  Lessons	Actions 	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>  Reading	Actions 	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>  Websites	Actions 	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
▶ Copy Content from My Other Sites					