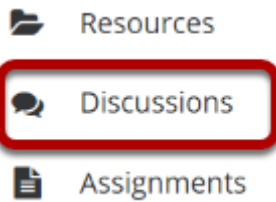


How do I organize discussions and topics?

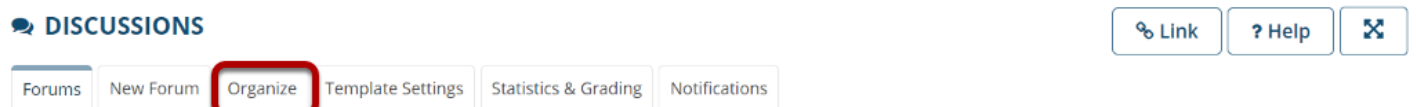
Discussions may be rearranged to change the order in which discussions are listed.

Go to Discussions.



Select the Discussions tool from the Tool Menu of your site.

Select the Organize button.



Select the appropriate number next to the Forum or Topic.

Organize Forums and Topics

It is possible to reorder Forums and Topics by adjusting the numbers. Lower numbers will appear at the top.



The screenshot shows a list of forum items with numeric pull-down menus for reordering. A red box highlights the pull-down menus for the first four items. Below the list are 'Save' and 'Cancel' buttons.

1	Case studies
1	Chapter 3 Case Study
2	Chapter 2 Case Study
3	Chapter 1 Case Study
2	MPH101 123 123 Spring 2021 Forum
1	General Discussion

Save Cancel

The numeric pull down menu allows for reordering the Discussions, Topic, or both. Select the appropriate number for the order in which the items should appear.

Click Save.



The screenshot shows two buttons: 'SAVE' and 'CANCEL'. The 'SAVE' button is highlighted with a red box.

SAVE CANCEL

After you have placed the discussions and topics in the desired order, click **Save**.