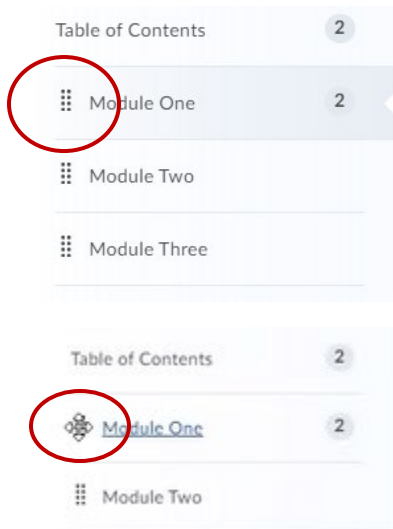


Rearranging Modules, Sub-Modules, and Topics

1. To rearrange Modules, from your content page, hover your mouse pointer over the eight small dots next to the title of the module you want to move. Your mouse pointer will turn into a 4-way arrow icon if you are hovering in the correct place.



2. With your mouse pointer being the 4-way arrow icon, click and hold to be able to move the module. You can now use the mouse and move the module. You will see a blue line indicating where the module is going to move. Release the hold once you have decided where you want the module to be.



3. If you are dragging a module on top of another module and decide to drop it there, the second module will highlight and the module you were dragging will become a submodule of the one you dropped it onto.



4. Rearranging topics uses the same drag and drop method as modules.

New ▾ Add Existing Activities ▾ Bulk Edit

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Add a sub-module...

