To a Different Week:

1. In your course click “Author.”

2. Next click on the item that needs moved. For example, Week 1 Lecture.
3. At the top, click “Toolbox.”

4. In the Toolbox area click “Move Lecture”

5. In the dropdown menu under Move Lecture select where you would like to move the item to.
6. When complete, click “Save Changes.”

7. Your item has been moved.
Reorder Item:

1. In your course click “Author.”

2. Click on the item that needs moved. For example, Week 1 Lecture.
3. At the top, click “Toolbox.”

4. Click “Move Lecture.”

5. Enter the number where the item should be, for example the “Lecture” needs moved to the beginning of the list. So you would enter a one in the box for the lecture.
6. Once you have entered the number click “Save Changes.”

7. The item has now been moved.