

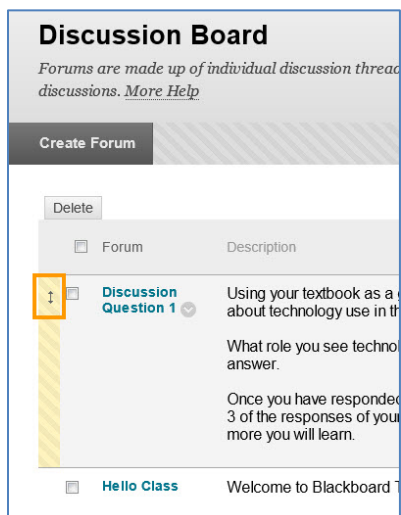
Reordering Forums

You can help students focus on the most relevant content by reorganizing your Discussion Board. When you create a forum, it is added to the bottom of the list. You can move the current forum to the top and make forums that are no longer relevant unavailable.

Reorder forums using the drag-and-drop function—a double-pointed arrow or handle—to move them into place. Alternatively, reorder forums using the keyboard-accessible reordering tool on the action bar.

Drag & Drop Function

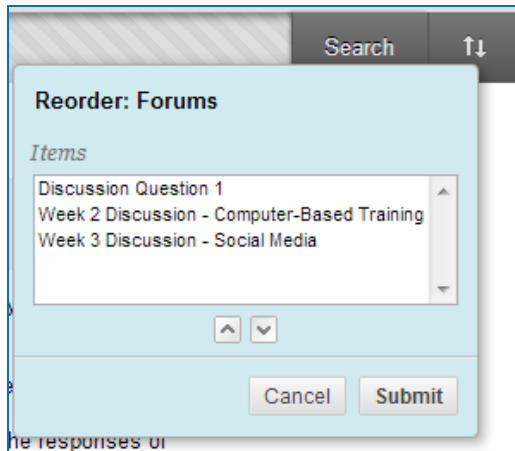
1. Access the Discussion Board; click and hold on the arrows on the left edge of a forum you want to move.
2. Drag the forum into a new location in the list, and release the mouse button.



Reorder Button

Click the **Reorder** button (Keyboard-Accessible Reordering) at the top-right of the Discussion Board next to the **Search** button. This allows repositioning via mouse clicks or the Tab and arrow keys, without forcing users to drag and drop if a disability or limited mouse proficiency makes dragging difficult.

1. Click the **Reorder** button to display the list of forums.



2. Select the forum you wish to reposition, then click the up or down arrow buttons to move it upward or downward.
3. Click **Submit** when finished. The forums will appear in the specified order.

Steps 2 and 3 can be accomplished without the mouse, with combinations of the directional arrow, Tab, and Enter keys on the keyboard.