


# REARRANGE TOPICS, SUBMODULES AND MODULES

Rearrange content items quickly at any time to build and structure your course. This tutorial shows how to reorder topics, move a topic between submodules, and move an entire submodule.

## REORDER TOPICS

### Step 1.

Navigate to the **module/submodule** page. Hover the mouse over the **drag handle**  for the topic until you see the **crosshair cursor**.

### Step 2.


**Click** and **hold** the mouse button.

### Step 3.

Drag the topic to a new location, a line shows on where you can drop the topic within the **content panel**. **Release the mouse button** to drop the topic in your desired position.

## MOVE A TOPIC BETWEEN SUBMODULES

### Step 1.

Navigate to the **module/submodule** page. Hover the mouse over the **drag handle**  for the topic until you see the **crosshair cursor**.

### Step 2.


**Click** and **hold** the mouse button.

### Step 3.

Drag the topic to a new location, a highlighted area shows up on where you can drop the topic within the **table of contents** panel. **Release the mouse button** to drop the topic into the new location.

## MOVE A WHOLE MODULE/SUBMODULE

### Step 1.

Hover the mouse over the **drag handle**  for the module within the table of contents panel until you see the **crosshair cursor**.

### Step 2.

**Click** and **hold** the mouse button.

### Step 3.

Drag the topic to a new location, a line alongside a highlighted area shows up on where you can drop the module within the **table of contents** panel. **Release the mouse button** to drop the submodule in your desired position. If a submodule is moved in between 2 modules instead of nesting it inside a module, the submodule will then be promoted into a module, vice versa for a module moved into a submodule.

If you still require assistance on the matter, CITL offers support for your online course issues.

Please contact our Support Centre at <https://citl.mun.ca/support/>