

## Managing Your Course Content

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### Content Settings

1. Navigate to <https://blackboard.towson.edu/>.
2. Enter the desired course.
3. In your **course menu** to the left, enter the **content area** where you would like to manage.
4. If you wish to change your content page settings you may do so at any time. Select the arrow next to the page title and select **Edit**.

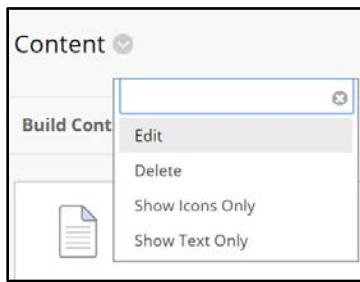


Figure 1

### Reordering Content Items Option #1

5. Hover over the **content item** you wish to move. On the left side, an up and down arrow will appear. Simply click, hold, and drag the arrow to move the **content item** to its new location.

### Reordering Content Items Option #2

6. You may also reorder content items by selecting the arrows in the top right corner.



Figure 2

7. Click the content item you wish to move.
8. Use the up and down arrows to move it to the correct position.
9. Submit.

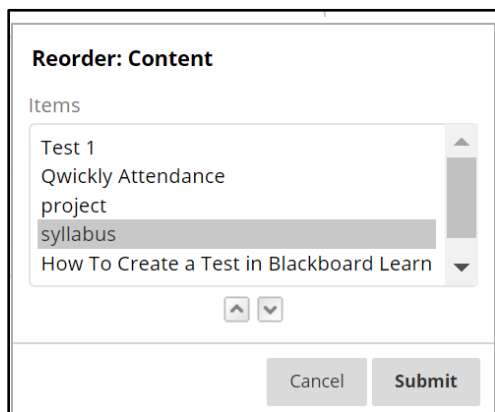


Figure 3