

Blackboard

Content

Managing Your Course Content

Content Settings

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

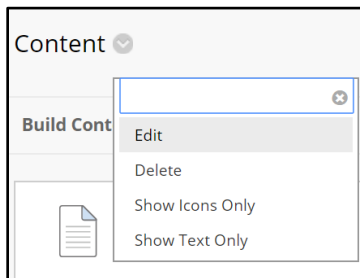


Figure 1

Reordering Content Items Option #1

6. 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

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



Figure 2

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