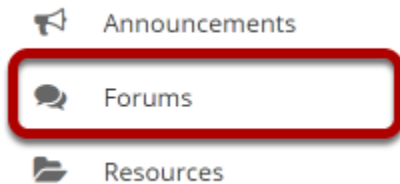


# How do I organize forums and topics?

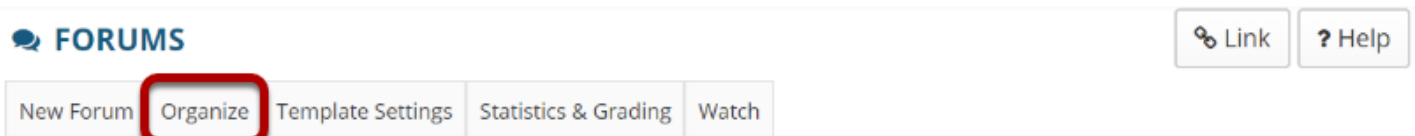
Forums may be rearranged to change the order in which discussions are listed.

## Go to Forums.



Select the **Forums** tool from the Tool Menu of your site.

## Select the Organize button.



# Select the appropriate number next to the Forum or Topic.

## Organize Forums and Topics

It is possible to reorder Forums and Topics by adjusting the numbers. Lower numbers will appear at the top.

1	TEST 003 015 Summer Forum
1	Course Goals
2	Case Studies
1	Chapter 2 Case Study
2	Chapter 1 Case Study
3	General Discussion

**SAVE** CANCEL

The numeric pull down menu allows for reordering the Forum, Topic, or both. Select the appropriate number for the order in which the items should appear.

## Click Save.

**SAVE** CANCEL

After you have placed the forums and topics in the desired order, click **Save**.