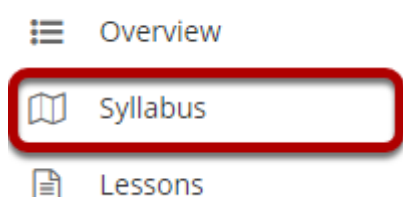# How do I rearrange syllabus items?
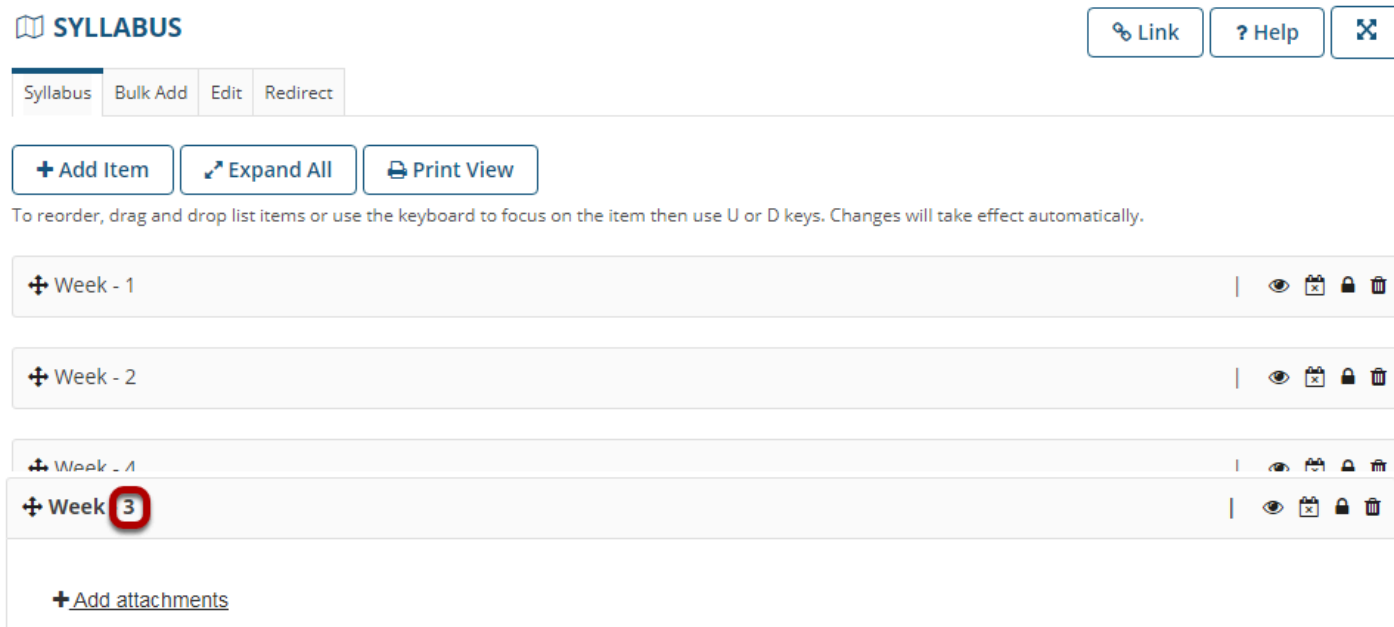
Once you have added items to the Syllabus tool, you may rearrange the order in which they appear for site participants.

Go to Syllabus.

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

Rearranging Syllabus items.

Click the crosshair icon to the left of the syllabus item heading and drag it to the desired location.

Note: You may also rearrange items from the [Edit](#) screen.