

How do I reorder files or folders within Resources?

Anyone with access to view Resources sees the reordered items in the desired order. If an instructor wants students to go directly to Resources to locate content items, this feature allows the items to be placed in a specific order. Or if you have used the [Make a Web Content Link](#) option to place a Resources folder into the Tool Menu, the reorder feature controls the placement of items on that page as viewed by site participants.

The process is the same for reordering both files and folders. However, items must be within the same parent folder in order to be reordered at one time.

Go to Resources.



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

Click Actions, and then select Reorder.

The screenshot shows the Sakai interface with a table of resources. The 'Actions' dropdown menu is open, and the 'Reorder' option is highlighted. The table lists the following resources:

	Access	Created By	Modified	Size
Discussion 1 SMPL101 Resources				
Lessons	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
Reading	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
Syllabus and Guidelines	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
Websites	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items

The 'Actions' menu includes the following options: Add, Upload Files, Create Folders, Add Web Links (URLs), Create Text Document, Create HTML Page, Create Citation List, Reorder (highlighted), Compress to ZIP Archive, Move, Move to Trash, Edit Folder Permissions, and Make Web Content Link.

In the parent folder, from the **Actions** drop-down menu, select **Reorder**.

This displays the Reordering page.

Reorder items and Save.

Reordering: Discussion 1 SMPL101 Resources

To reorder, drag and drop list items or use the keyboard to focus on the item then use U or D keys. Changes will take effect upon 'Save'.

[Undo last](#) | [Undo all](#)













The screenshot shows the Reordering page with a list of items. The 'SAVE' button is highlighted. The list of items is as follows:

Item	Created By	Modified
Lessons	Demo Instructor	3/10/20
Syllabus and Guidelines	Demo Instructor	3/13/20
Reading	Demo Instructor	3/13/20
Websites	Demo Instructor	3/13/20

The 'SAVE' button is highlighted in red.

Click and drag the items into the desired order, then click **Save**.

View reordered items.

 <input type="checkbox"/> Title 	Access	Created By	Modified	Size
 Discussion 1 SMPL101 Resources Actions 				
<input type="checkbox"/>  Syllabus and Guidelines Actions 	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
<input type="checkbox"/>  Lessons Actions 	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
<input type="checkbox"/>  Reading Actions 	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
<input type="checkbox"/>  Websites Actions 	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
▶ Copy Content from My Other Sites				