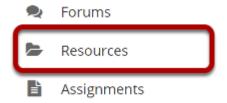
# How do I reorder files or folders within Resources?

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.

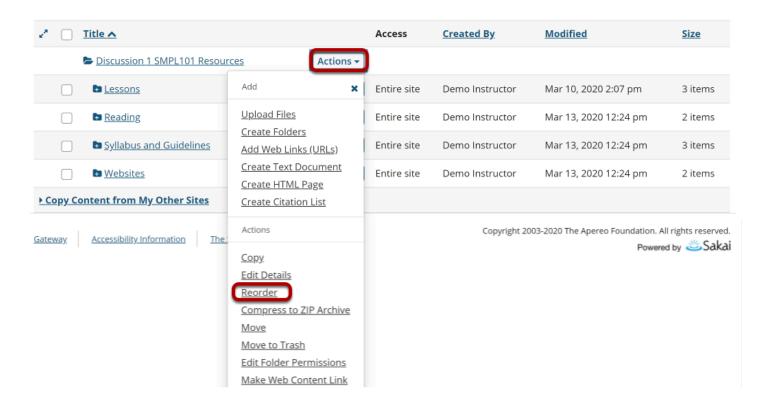
The process is the same for reordering both files and folders. However, items must be within the same parent folder in order to be reordered at one time.

#### Go to Resources.



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

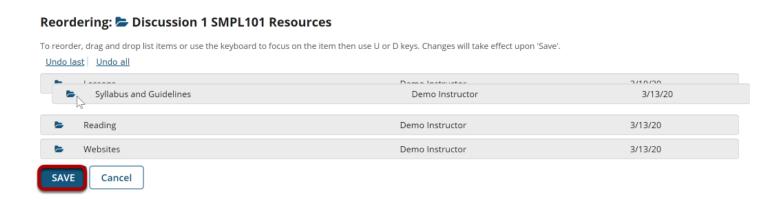
## Click Actions, and then select Reorder.



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

This displays the Reordering page.

#### Reorder items and Save.



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

### View reordered items.

<b>₽</b> <sup>8</sup> □ :	Title 🔨		Access	<u>Created By</u>	Modified	Size
<u>Discussion 1 SMPL101 Resources</u> Actions ▼						
	Syllabus and Guidelines	Actions ▼	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	3 items
	<b>■</b> <u>Lessons</u>	Actions <b>▼</b>	Entire site	Demo Instructor	Mar 10, 2020 2:07 pm	3 items
	<b>■</b> Reading	Actions <b>▼</b>	Entire site	Demo Instructor	Mar 13, 2020 12:24 pm	2 items
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