This handout contains the exact same information as the corresponding Blackboard Learn Essentials videos which are available at [http://tinyurl.com/essentials-videos](http://tinyurl.com/essentials-videos).

**Rearrange Menu Items**

- **Step-by-Step**
  - Mouse over any menu item, such as Discussions, in the course menu
    - Announcements
    - Syllabus - Course Info
    - Course Content
      - Discussions
    - Groups
    - Media Gallery
    - My Grades
    - Student Help
  - On the left of menu item, an up and down arrow is visible
    - Discussions
      - Groups
  - Hover over, click and hold the click down. The mouse cursor will change to a four-pointed symbol during this process
    - Discussions
  - While holding the click, move the mouse so that the menu item begins to drag with it
  - The menu will now indicate several areas in which you can drop the menu item onto, such as moving Discussions below Groups on the course menu. Once the left click is let go, the menu item will remain in the new location
The up and down arrow appears in several other areas in Learn, including content area items, and will enable changing their ordering.