

# How to Reorder or Delete Items in a Learning Module

## Basic Procedure

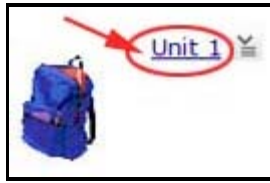
1. [Open Learning Module in Build View.](#)
2. [Choose item to move or delete.](#)
3. a. Click "Move Selected Items Above" icon to [move a component](#) or  
b. Click the Remove button to [remove a component](#).

## Detailed Instructions

### Step 1: Open Learning Module in Build View

#### Method 1: Use the link to the module (\*\*from Build tab view)

Click on the link to the Learning Module you wish to edit



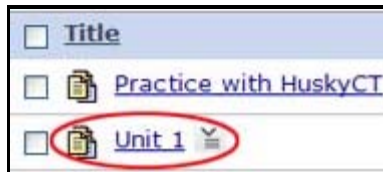
NOTE: Links to Learning Modules are always on Folder pages like Home Page or Course Materials page

#### Method 2: Access using the Learning Modules tool (\*\*from Build tab view)

Click on the Learning Modules tool

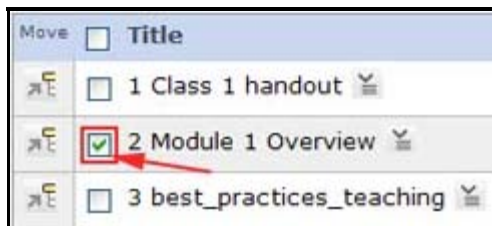


Click on the title of Learning Module you wish to edit.



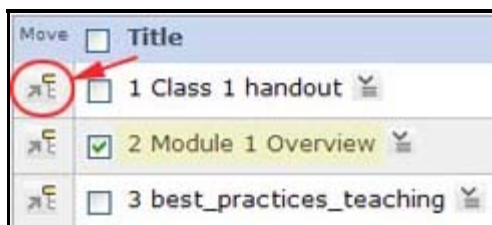
### Step 2: Choose item to move or the item(s) to delete

Check box next to item(s) you wish to move or remove



### Step 3a: Click "Move Selected Items Above" icon to move a component

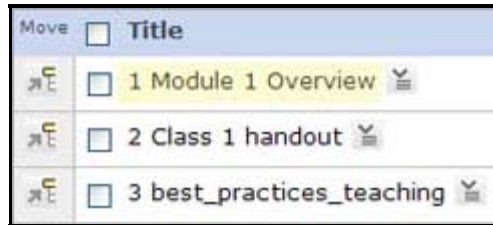
The checked item(s) will move above the "Move Selected Items Above" icon that you click on



In this example, item 2 (Module 1 Overview) will move above item 1 (Class 1 handout)

"Module 1 Overview" was the second component in the module

Now it is the first item in the module



### Step 3b: Use Remove button or Remove menu option to delete item from the module

#### Method 1: Click Remove button

Click the "Remove" button



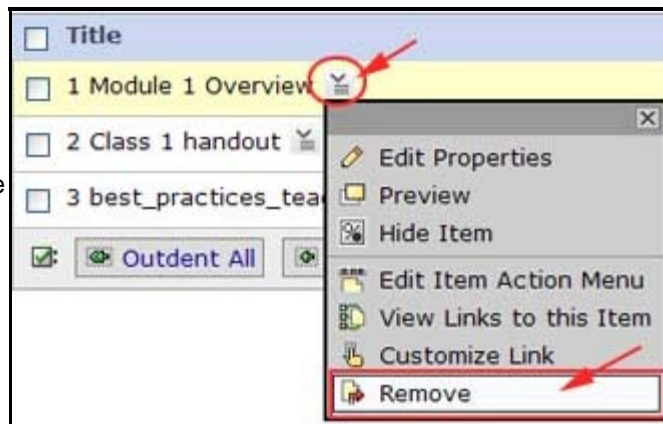
Click OK on the warning message that appears



#### Method 2: Use Remove option from menu

Click gray menu arrow to right of item title

Choose "Remove" from the menu options



Click OK on the warning message that appears

