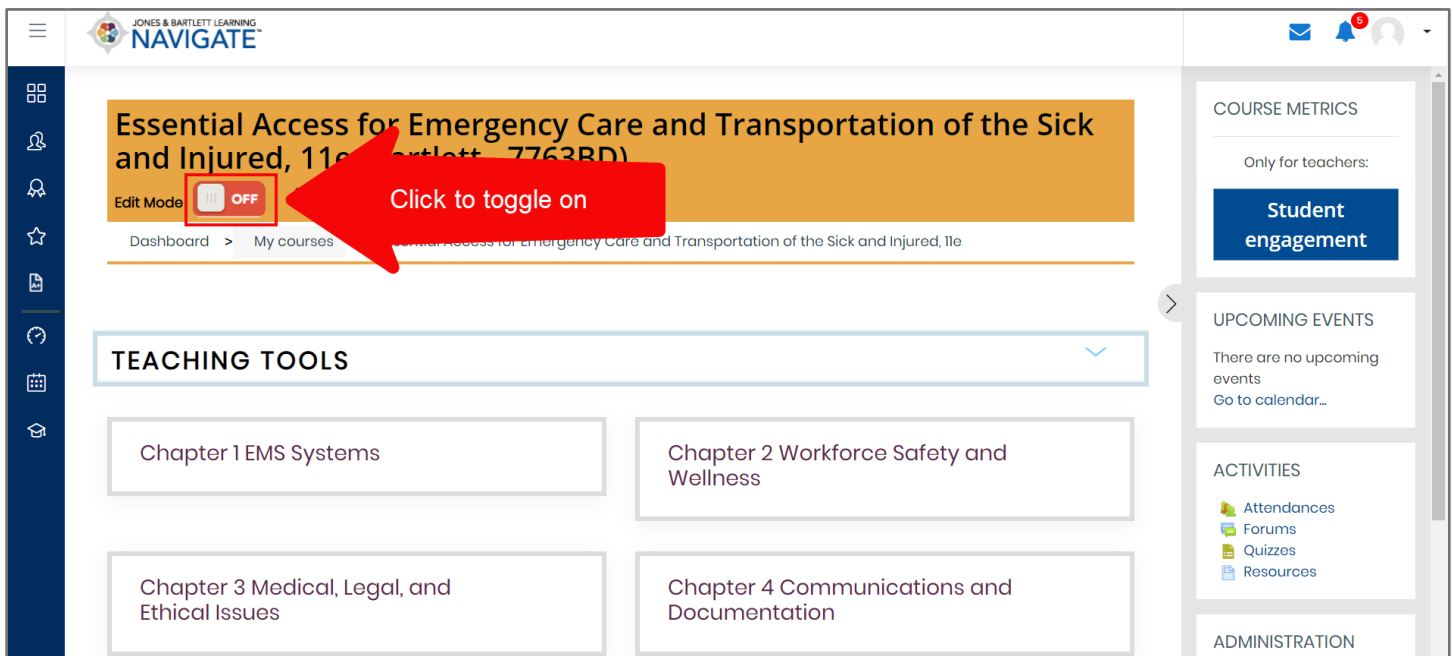# How to Move and Rearrange Course Content
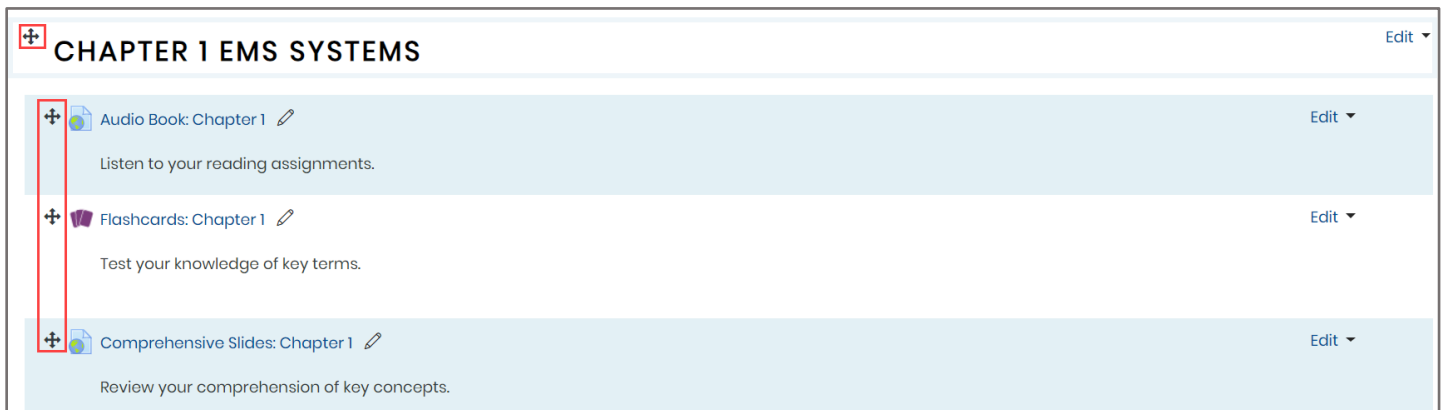
This document contains instructions for how to rearrange course content to fit your personal preferences.

1. Begin by navigating to the course page for which you would like to relocate items. Then toggle on the course **Edit Mode** using the button at the top of the page.

2. Now, as you scroll down through the content, you will notice that a **compass icon** has appeared immediately to the left of each item.

3. To move any individual item, click and hold on its **compass icon**, then drag it to the location you wish to move it and release the mouse button to nest it in its new place.

4. You may also indent any item by selecting the **Edit** option to its right and clicking **Move right**.

5. Alternatively, if you are moving items a significant distance within the course, click once on the item in question's **compass icon** to its left. This action will open a list displaying all the content found on this page in sequential order.

Click once on the compass icon to open the list.

Move Comprehensive Lecture Outlines: Chapter 1 URL

To the top of section " Chapter 1 Lesson Outline File "
After resource " Chapter 1 Lesson Outline File "
After resource " Chapter 2 Lesson Outline File "
After resource " Chapter 3 Lesson Outline File "
After resource " eBook: Chapter 1 URL "
After resource " eBook: Chapter 2 URL "
After resource " eBook: Chapter 3 URL "
After resource " Flashcards: Chapter 1 "
After resource " News forum "
After resource " Manage eBook Groups URL "
To the top of section "Chapter 1 EMS Systems"
After resource " Comprehensive Slides: Chapter 1 URL "
After resource " Case Study: Chapter 1 URL "
After resource " References: Chapter 1 URL "
After resource " Audio Book: Chapter 1 URL "
After resource " Attendance "
After resource " Chapter 1 Quiz "
After resource " Chapter 1 Discussion Forum "
After resource " Test Quiz "
After resource " Focused Slides: Chapter 1 URL "
After resource " Course File "
To the top of section "Chapter 2 Workforce Safety and Wellness"
After resource " Audio Book: Chapter 2 URL "
After resource " Flashcards: Chapter 2 "
After resource " Comprehensive Slides: Chapter 2 URL "
After resource " Focused Slides: Chapter 2 URL "
After resource " Comprehensive Lecture Outlines: Chapter 2 URL "
After resource " Focused Lecture Outlines: Chapter 2 URL "

6. Scroll down the list, if necessary, to find another item next to which you would like to place the item you are moving and click on it.

Move Comprehensive Lecture Outlines: Chapter 1 URL

Click here to move the item to the top of the Chapter 1 section.

To the top of section " Chapter 1 Lesson Outline File "
After resource " Chapter 1 Lesson Outline File "
After resource " Chapter 2 Lesson Outline File "
After resource " Chapter 3 Lesson Outline File "
After resource " eBook: Chapter 1 URL "
After resource " eBook: Chapter 2 URL "
After resource " eBook: Chapter 3 URL "
After resource " Flashcards: Chapter 1 "
After resource " News forum "
After resource " Manage eBook Groups URL "
To the top of section "Chapter 1 EMS Systems"
After resource " Comprehensive Slides: Chapter 1 URL "
After resource " Case Study: Chapter 1 URL "
After resource " References: Chapter 1 URL "
After resource " Audio Book: Chapter 1 URL "
After resource " Attendance "
After resource " Chapter 1 Quiz "
After resource " Chapter 1 Discussion Forum "
After resource " Test Quiz "
After resource " Focused Slides: Chapter 1 URL "
After resource " Course File "
To the top of section "Chapter 2 Workforce Safety and Wellness"
After resource " Audio Book: Chapter 2 URL "
After resource " Flashcards: Chapter 2 "
After resource " Comprehensive Slides: Chapter 2 URL "
After resource " Focused Slides: Chapter 2 URL "
After resource " Comprehensive Lecture Outlines: Chapter 2 URL "
After resource " Focused Lecture Outlines: Chapter 2 URL "

Comprehensive Slides: Chapter 1
Review your comprehension of key concepts.

Comprehensive Lecture Outlines: Chapter 1
Prepare for assessments.

Focused Lecture Outlines: Chapter 1
Prepare for assessments.

Case Study: Chapter 1
Review your comprehension of key concepts.

References: Chapter 1
Full citations for sources used in writing and revising

Edit ▾

Edit ▾

7. The popup window will close, and you will now find that the item has been moved directly after the content piece you have just selected from the list.

TEACHING TOOLS

Edit ▾

CHAPTER 1 EMS SYSTEMS

Edit ▾

✛ 🌐 Comprehensive Lecture Outlines: Chapter 1 ✏
Prepare for assessments.

Edit ▾

The comprehensive lecture outline is now at the top of the Chapter 1 section.

✛ 🌐 Comprehensive Slides: Chapter 1 ✏
Review your comprehension of key concepts.

Edit ▾

✛ 🌐 Focused Lecture Outlines: Chapter 1 ✏
Prepare for assessments.

Edit ▾

✛ 🌐 Case Study: Chapter 1 ✏
Review your comprehension of key concepts.

Edit ▾