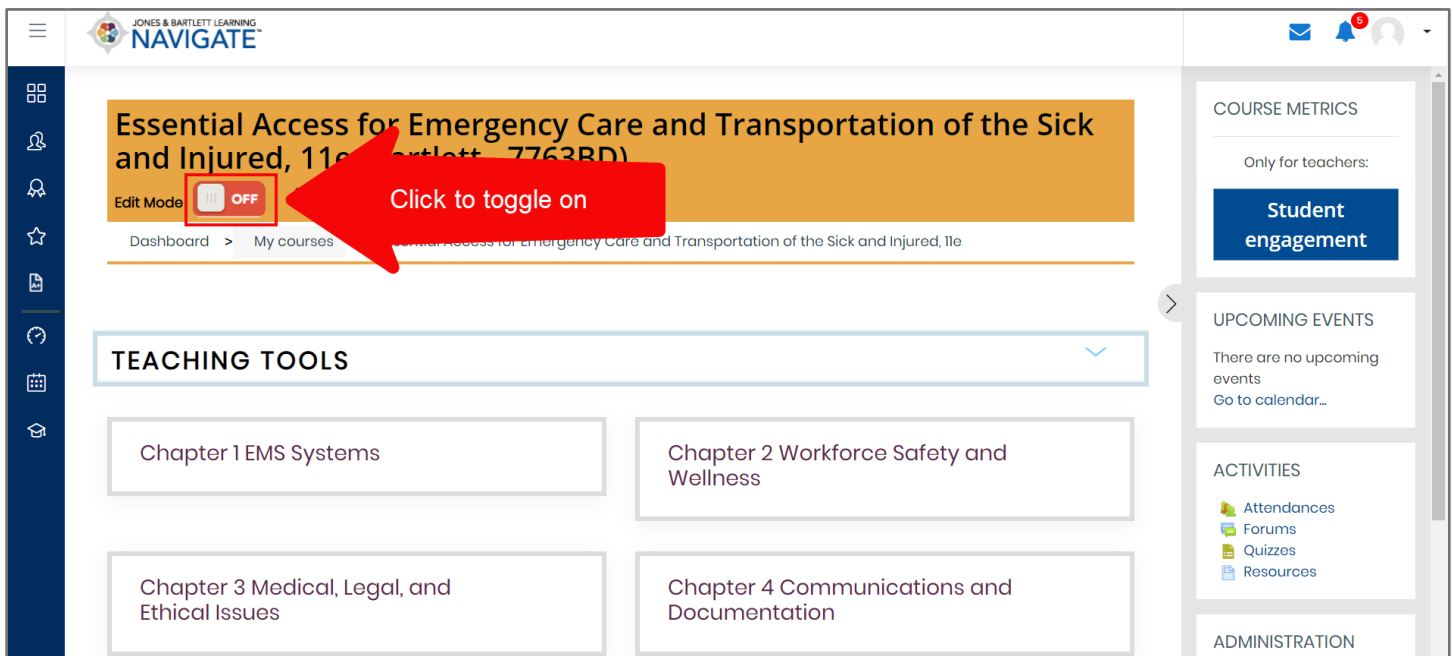


How to Move and Rearrange Course Content

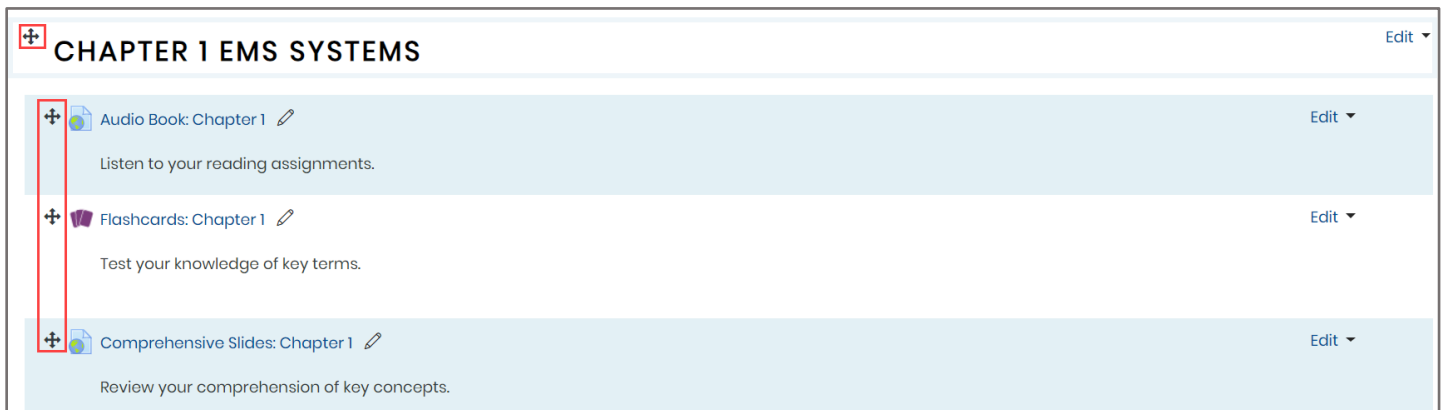
This document contains instructions for how to rearrange course content to fit your personal preferences.

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.



The screenshot shows the course page for "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Jb Bartlett - 7763BD)". At the top, there is a navigation bar with the "NAVIGATE" logo and a user profile icon. Below the course title, there is a toggle switch for "Edit Mode" which is currently set to "OFF". A red arrow points to this toggle with the text "Click to toggle on". The main content area is titled "TEACHING TOOLS" and contains four chapter cards: "Chapter 1 EMS Systems", "Chapter 2 Workforce Safety and Wellness", "Chapter 3 Medical, Legal, and Ethical Issues", and "Chapter 4 Communications and Documentation". On the right side, there are sections for "COURSE METRICS" (with a "Student engagement" button), "UPCOMING EVENTS" (stating there are no upcoming events), "ACTIVITIES" (listing Attendances, Forums, Quizzes, and Resources), and "ADMINISTRATION".

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.



The screenshot shows the "CHAPTER 1 EMS SYSTEMS" section. On the left side of the page, there is a red box containing a compass icon. The main content area lists three items, each with a compass icon to its left: "Audio Book: Chapter 1" (with a description "Listen to your reading assignments."), "Flashcards: Chapter 1" (with a description "Test your knowledge of key terms."), and "Comprehensive Slides: Chapter 1" (with a description "Review your comprehension of key concepts."). Each item has an "Edit" button to its right.

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.

The screenshot displays a course management interface. At the top, there is a 'TEACHING TOOLS' section with an 'Edit' dropdown. Below it is a 'CHAPTER 1 EMS SYSTEMS' section, also with an 'Edit' dropdown. The main content area lists several items, each with a plus icon, a document icon, a title, a description, and an 'Edit' dropdown. A red callout box points to the compass icon on the 'Focused Lecture Outlines: Chapter 1' item, with the text: 'Click and drag the compass icon to move content to the desired location.'

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

The screenshot shows a course management interface with two items: 'Flashcards: Chapter 1' and 'Audio Book: Chapter 1'. The 'Flashcards: Chapter 1' item has an 'Edit' dropdown menu open, showing options: 'Edit settings', 'Move right', 'Hide', and 'Delete'. The 'Move right' option is highlighted with a red box.

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.

The screenshot shows the JBLearn NAVIGATE interface. A red callout box with white text says: "Click once on the compass icon to open the list." The callout points to a compass icon on the left of the item "Comprehensive Lecture Outlines: Chapter 1".

The modal window titled "Move Comprehensive Lecture Outlines: Chapter 1 URL" displays a list of resources in sequential order:

- 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.

The screenshot shows the NAVIGATE interface with a list of course items. A red callout bubble points to the 'Comprehensive Lecture Outlines: Chapter 1' item, with the text: "Click here to move the item to the top of the Chapter 1 section." A dialog box titled "Move Comprehensive Lecture Outlines: Chapter 1 URL" is open, displaying a list of target sections. The first item in the list, "To the top of section 'Chapter 1 Lesson Outline File'", is highlighted with a blue box. The second item, "To the top of section 'Chapter 1 EMS Systems'", is highlighted with a red box. The background interface shows several course items, including "Comprehensive Slides: Chapter 1", "Comprehensive Lecture Outlines: Chapter 1", "Focused Lecture Outlines: Chapter 1", "Case Study: Chapter 1", and "References: Chapter 1".

Technical Support: www.jblearning.com/techsupport | support@jblearning.com | 1-978-443-5000 | M-F 8:30am – 8:00pm

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.

The screenshot displays a user interface for managing teaching tools. At the top, there is a header 'TEACHING TOOLS' with a dropdown arrow and an 'Edit' button. Below this is a section titled 'CHAPTER 1 EMS SYSTEMS', also with a dropdown arrow and an 'Edit' button. A list of four items follows:

- Comprehensive Lecture Outlines: Chapter 1** (highlighted with a red box and callout). Description: Prepare for assessments.
- Comprehensive Slides: Chapter 1**. Description: Review your comprehension of key concepts.
- Focused Lecture Outlines: Chapter 1**. Description: Prepare for assessments.
- Case Study: Chapter 1**. Description: Review your comprehension of key concepts.

The red callout box contains the text: "The comprehensive lecture outline is now at the top of the Chapter 1 section."