

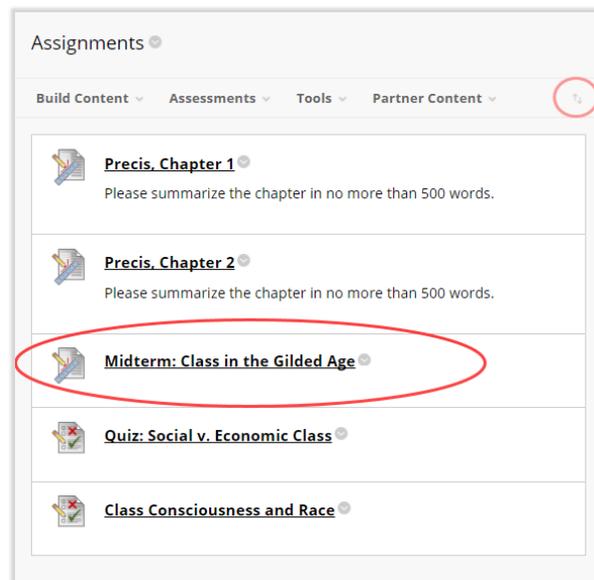


Keyboard Accessible Reordering

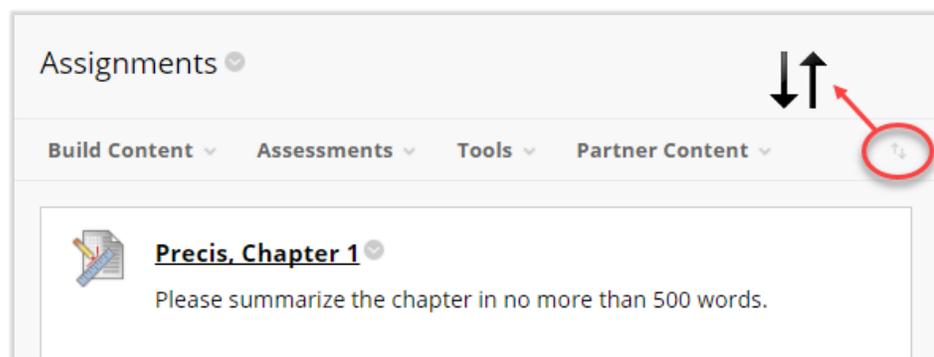
Learning Objective: After reading this document instructors will be able to reorder items on a page using the keyboard accessible reordering interface.

Items on a Bb page – assignments, documents, discussions, etc. – can be reordered two ways: 1. drag-and-drop and 2. keyboard accessible reordering. For people who find the first method to be clumsy we recommend using the keyboard interface.

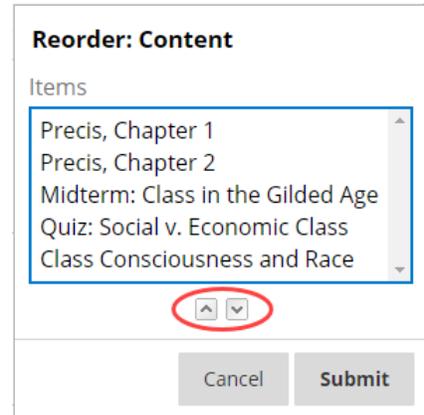
- I. On this five item list of assignments we'd like to move item #3, the midterm, to the 5th or last place in the roster.



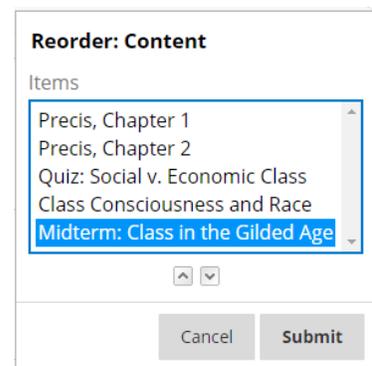
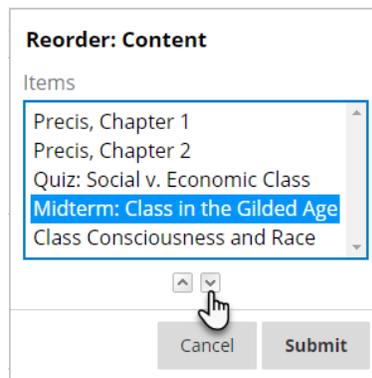
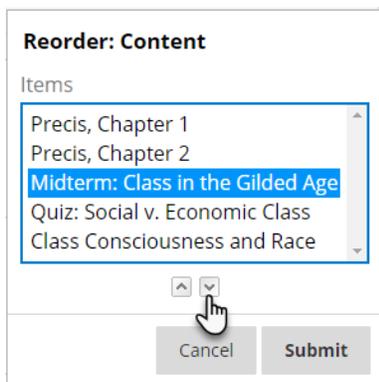
In the upper right corner of the interface please find two parallel up/down arrows. The icon is hard to see so this magnified version will help locate the tool:



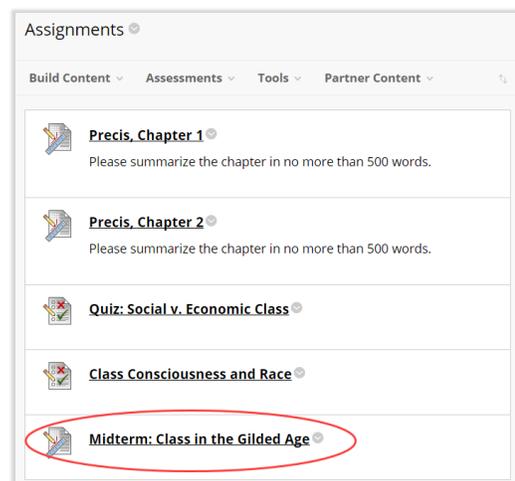
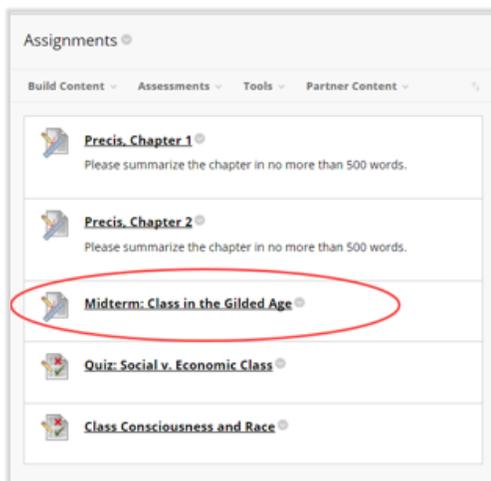
Click on the double arrows to spawn this interface listing the items on the page in their current order. Under the roster of items are two up/down caret arrows



We're going to highlight the item we want to move (the midterm) and click the downward-pointing caret arrow twice.



Two clicks of the keyboard accessible reordering tool moves an item from the 3rd to the 5th position!



Questions: File a ticket with the IT Help Desk:

<http://www.wpunj.edu/helpdesk>