

Center for Teaching with Technology

CTT Learning Space – Cheng Library 120K Office Library 120e – Phone 973-720-2659

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

Reorder: Content

ltems					
Ρ	Precis, Chapter 1				
P	Precis, Chapter 2	L			
Midterm: Class in the Gilded Age					
Q	Quiz: Social v. Economic Class				
C	Class Consciousness and Race 📮	L			
Cancel Submit					

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

Reorder: Content	Reorder: Content	Reorder: Content
Items	Items	ltems
Precis, Chapter 1 Precis, Chapter 2 Midterm: Class in the Gilded Age Quiz: Social v. Economic Class Class Consciousness and Race	Precis, Chapter 1 Precis, Chapter 2 Quiz: Social v. Economic Class Midterm: Class in the Gilded Age Class Consciousness and Race	Precis, Chapter 1 Precis, Chapter 2 Quiz: Social v. Economic Class Class Consciousness and Race Midterm: Class in the Gilded Age
Cancel Submit	Cancel Submit	Cancel Submit

Two clicks of the keyboard accessible reordering tool moves an item from the $3^{\rm rd}$ to the $5^{\rm th}$ position!

Assignments ©	Assignments ©
Build Content \vee Assessments \vee Tools \vee Partner Content \vee γ_i	Build Content \vee Assessments \vee Tools \vee Partner Content \vee 1
Precis. Chapter 1 Please summarize the chapter in no more than 500 words.	Precis, Chapter 1 Please summarize the chapter in no more than 500 words.
Precis. Chapter 2 Piease summarize the chapter in no more than 500 words.	Precis, Chapter 2 Please summarize the chapter in no more than 500 words.
Midterm: Class in the Gilded Age	Quiz: Social v. Economic Class
Quiz: Social v. Economic Class	Class Consciousness and Race
Class Consciousness and Race	Midterm: Class in the Gilded Age

Questions: File a ticket with the IT Help Desk: <u>http://www.wpunj.edu/helpdesk</u>