

Delete, add, move sections

Delete a section:

If your new course has some extra sections at the end of your CONTENTS area that you need to get rid of, you can delete them by following this simple step:



CONTENTS

- Course Introduction
- 1. Syllabus and Quick Links
- 2. Extra Credit
- 3. Class Orientation - due by Feb. 3
- 4. Chapter 1 Activities - due by Feb. 3
- 5. Chapter 2 Activities - due by Feb. 10
- 6. Chapter 3 Activities - due by Feb. 17
- 7. Chapter 4 Activities - due Feb. 24
- 8. Chapter 5 Activities - due March 3
- 9. Chapter 6 Activities - due March 10
- 10. Chapter 7 Activities - due by March 24
- 11. Chapter 8 Activities - due by March 31
- 12. Chapter 9 Activities - due by Apr. 7
- 13. Chapter 10 Activities - due by Apr. 14
- 14. Chapter 11 Activities - due by Apr. 21
- 15. Chapter 17 Activities - due by Apr. 28
- 16. Chapter 20 Activities - due by May 5
- 17. Final Exam - due by May 12
- 18. Section 18

18. Section 18

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Let's say I want to get rid of Section 18.

Click that section to select it. Then click the X below the name of the section to delete it.

Add a section:

When you add a section, it is always added as the last section in the CONTENTS area. To move it to the desired position, refer to the instructions on the next page.



CONTENTS

- Course Introduction
- 1. Syllabus and Quick Links
- 2. Extra Credit
- 3. Class Orientation - due by Feb. 3
- 4. Chapter 1 Activities - due by Feb. 3
- 5. Chapter 2 Activities - due by Feb. 10
- 6. Chapter 3 Activities - due by Feb. 17
- 7. Chapter 4 Activities - due Feb. 24
- 8. Chapter 5 Activities - due March 3
- 9. Chapter 6 Activities - due March 10
- 10. Chapter 7 Activities - due by March 24
- 11. Chapter 8 Activities - due by March 31
- 12. Chapter 9 Activities - due by Apr. 7
- 13. Chapter 10 Activities - due by Apr. 14
- 14. Chapter 11 Activities - due by Apr. 21
- 15. Chapter 17 Activities - due by Apr. 28
- 16. Chapter 20 Activities - due by May 5
- 17. Final Exam - due by May 12
- 18. Section 18

18. Section 18

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Click **Create a new section**. When prompted, provide a name for the section.

Move a section:

CONTENTS

Course Introduction

1. Syllabus and Quick Links
Progress: 0 / 3

2. Extra Credit
Progress: 0 / 17

3. Class Orientation - due by Feb. 3
Progress: 0 / 8

4. Chapter 1 Activities - due by Feb. 3
Progress: 0 / 10

5. Chapter 2 Activities - due by Feb. 10
Progress: 0 / 12

6. Chapter 3 Activities - due by Feb. 17
Progress: 0 / 10

7. Chapter 4 Activities - due Feb. 24
Progress: 0 / 10

8. Chapter 5 Activities - due March 3
Progress: 0 / 8

9. Chapter 6 Activities - due March 10
Progress: 0 / 10

10. Chapter 7 Activities - due by March 24
Progress: 0 / 9

11. Chapter 8 Activities - due by March 31
Progress: 0 / 8

12. Chapter 9 Activities - due by Apr. 7
Progress: 0 / 8

13. Chapter 10 Activities - due by Apr. 14
Progress: 0 / 9

14. Chapter 11 Activities - due by Apr. 21
Progress: 0 / 8

15. Chapter 17 Activities - due by Apr. 28
Progress: 0 / 8

16. Chapter 20 Activities - due by May 5
Progress: 0 / 8

17. Final Exam - due by May 12
Progress: 0 / 3

Create a new section Course Dashboard

16. Chapter 20 Activities - due by May 5



Let's say you want to move the Chapter 20 Activities section above the Chapter 17 Activities section.

Click the section you want to move. Then click the right arrow below the name of the section to start the "Move" process.

CONTENTS

Course Introduction

1. Syllabus and Quick Links
Progress: 0 / 3

2. Extra Credit
Progress: 0 / 17

3. Class Orientation - due by Feb. 3
Progress: 0 / 8

4. Chapter 1 Activities - due by Feb. 3
Progress: 0 / 10

5. Chapter 2 Activities - due by Feb. 10
Progress: 0 / 12

6. Chapter 3 Activities - due by Feb. 17
Progress: 0 / 10

7. Chapter 4 Activities - due Feb. 24
Progress: 0 / 10

11. Chapter 8 Activities - due by March 31
Progress: 0 / 8

12. Chapter 9 Activities - due by Apr. 7
Progress: 0 / 8

13. Chapter 10 Activities - due by Apr. 14
Progress: 0 / 9

14. Chapter 11 Activities - due by Apr. 21
Progress: 0 / 8

15. Chapter 17 Activities - due by Apr. 28
Progress: 0 / 8

16. Chapter 20 Activities - due by May 5
Progress: 0 / 8

17. Final Exam - due by May 12
Progress: 0 / 3

Create a new section Course Dashboard

Click on the section you want to be AFTER the one to move.
(In this example, I would click the Chapter 17 Activities section.)

16. Chapter 20 Activities - due by May 5




Moving "Chapter 20 Activities - Due By May 5"

Notice the **Moving "section name"** appears here to let you know you have started the Move process.

15. Chapter 17 Activities - due by Apr. 28

Place section "Chapter 20 Activities - due by May 5" before section "Chapter 17 Activities - due by Apr. 28"

Notice the "Place section before section" comment.

Click the  symbol to move the section to that position.

Apr. 28"

