

My.Wartburg... *Tips to make your teaching life easier!*

Re-order or Move Content on a Page

Quick & Simple Description:

Navigate to the page you want to re-order

Click on **Edit Page**

Click on the **Layout Tab**

Scroll to the bottom of the page to *Arrange Portlets*

Use the **Up and Down arrows** to move the position on the page

If you want to move one section to the other side (*i.e. Move the handouts currently on the right side of the page to the left side of the page*)

Click once on Handouts to highlight

Click on the box above the contents (outlined in blue) on the left side

Click **Save**