

## Rearranging Objects

### Object Rearrangement Utilities:

- > HTML Version: Allows you to re-order the list of objects that you have created in your course by changing each item's sequence number.
- > FLASH Version: Allows you to re-order the list of objects that you have created in your course by dragging and dropping the titles in the list.



### HTML Version QuickStart Directions

- > On any screen that shows a list of Educator objects, scroll down to the bottom and click on **Rearrange order...**
- > Your list of objects will appear with a column indicating each current layout position. Change the number of each one to reflect a new position.
- > You may not set two objects to the same layout number. If you assign a number that is already used, you must change that item to a new number.
- > Click on **[Submit]** to have the changes take effect.

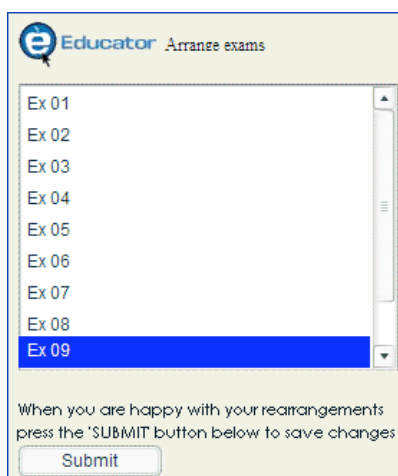
### Flash-Enhanced Version QuickStart Directions

Requires Flash Player version 7

- > On any screen that shows a list of Educator objects, scroll down to the bottom and click on **Flash Enhanced Rearrangement Utility**.
- > Click on any object in the list that appears
- > Holding down your mouse, move the object to the place where you wish to relocate it.
- > When you have finished moving your objects, click **[Submit]**
- > Click **[OK]** to acknowledge.

### Details

The new Educator Flash-enhanced object re-arrangement utility will allow you to re-order any list of Educator objects by simply dragging and dropping the titles. This feature requires **Flash Player 7** in order to work.



At the bottom of the screen, below your current listing of educator objects in any main category: ie Assignments, Worksheets, Exams, Quizzes or Packets, you'll see two links that will allow you to rearrange the order in which the documents are listed.

**Rearrange order...** will take you to the original non-Flash method. To use the new method, click on **Flash Enhanced Rearrangement Utility**.

Next, a window displaying all of your objects in that category will appear. This example shows an exams list. We will move exam 09 from its current location to a new location between exam 1 and 2

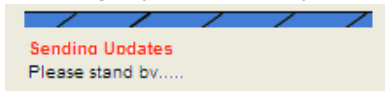
Highlight the title of the object that you wish to relocate.

Holding down the mouse button, "drag" your mouse to position the title in its new location. Let go of the button to "drop" the title in place.

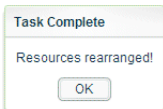
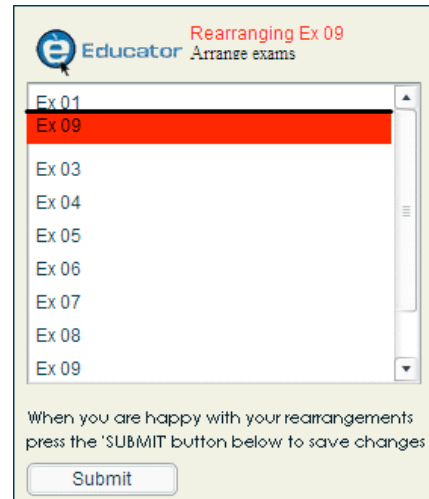
Note: If your mouse is positioned towards the upper half of a title, the resource that you are dragging will drop above that title. If you move it so that it is positioned towards the lower half of a title, it will drop in place below that title.

Move as many titles as you like. When you are finished, click on the **[Submit]** button.

The list will be shaded slightly and a "busy" cue will appear,





indicating that you will not be able to use your browser for the moments that the rearrangement is occurring.



When the action is completed, click on the **[OK]** to acknowledge

## Usage Tips

 If you don't have Flash Player 7, and attempt to use the Flash-enhanced rearrangement utility, you may get an error or you may just get a blank screen, depending upon your browser. It is strongly recommended that you download the flash player from the Macromedia home page in order to enhance your experience in Educator.

 Educator alerts are brought to you by Ucompass.com, Inc. Training Department  
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