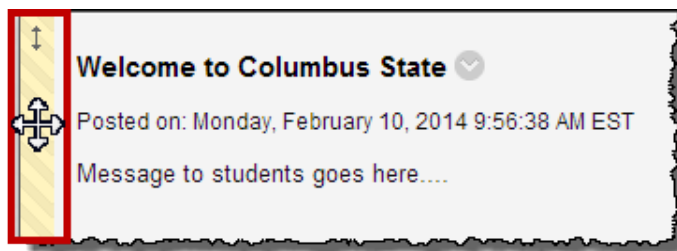**HOW TO REORDER ANNOUNCEMENTS**

Reordering announcements is simple as a drag-and-drop.

1. Enter the course to reorder an announcement and make sure the **Edit Mode** is set to **ON**.

2. **Click** on the course **Announcements** menu button.

3. Locate the announcement to reorder, and hover the mouse pointer over the announcement and the *Move tool* area (highlighted below). Your mouse becomes a ✛ crosshair.

4. While holding the mouse over the *Move Tool* area, left-click and hold the mouse button down.

    a. (Drag) - While holding the left-mouse button down, drag the announcement to its new place.

    b. (Drop) - When the dotted line box appears in the announcements new area location let go of the mouse button. The announcements is in its new location.