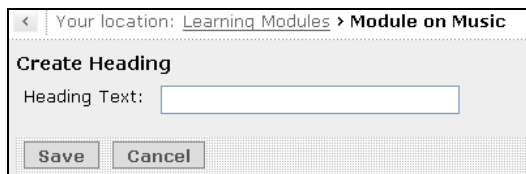


How Do I Organize Learning Modules?

You can organize your Table of Contents by creating headings and grouping items under headings by indenting them. You can easily re-arrange items in the Table of Contents.

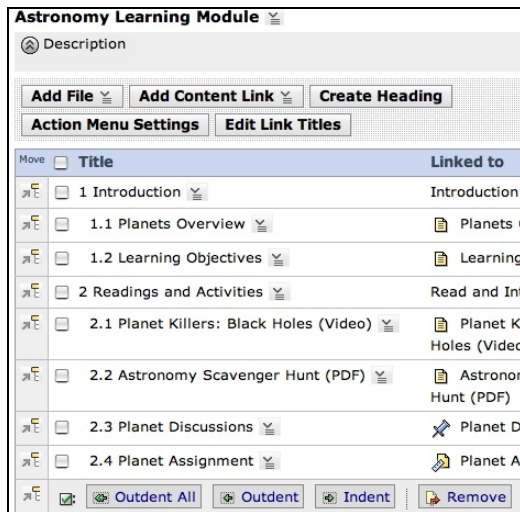
⇒ To create a heading:

1. Access the learning module you want to add content to and click **Create Heading**.
2. Enter the title for the heading and click **Save**. The heading is added to the end of the Table of Contents. You now need to indent or outdent items and move them under this heading.



⇒ To indent or outdent headings:

1. From the learning module you're organizing, select the content items you want to indent or outdent.



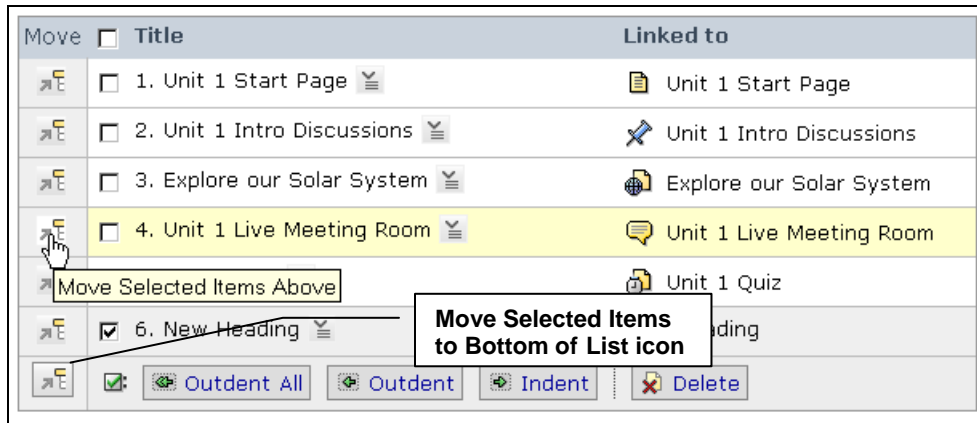
| Move | Title | Linked to |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | 1 Introduction | Introduction |
| <input type="checkbox"/> | 1.1 Planets Overview | Planets |
| <input type="checkbox"/> | 1.2 Learning Objectives | Learning |
| <input type="checkbox"/> | 2 Readings and Activities | Read and Int |
| <input type="checkbox"/> | 2.1 Planet Killers: Black Holes (Video) | Planet K Holes (Video |
| <input type="checkbox"/> | 2.2 Astronomy Scavenger Hunt (PDF) | Astronon Hunt (PDF) |
| <input type="checkbox"/> | 2.3 Planet Discussions | Planet D |
| <input type="checkbox"/> | 2.4 Planet Assignment | Planet As |

2. Select the items you want to indent or outdent and do one of the following:
 - To decrease or increase the selected items by one level, click **Indent** or **Outdent**. The selected items are indented or outdented and renumbered accordingly.

- To move the selected items to the first level, click **Outdent All**. The selected items appear at the highest level and are renumbered accordingly.

⇒ To change the order of items in a learning module:

1. From the learning module you're organizing, select the heading or content item you want to move.
2. Select the items or heading you want to move and do one of the following:
 - To move the selected items anywhere except to the end of the learning module, locate the item above which you want to insert the item. Under *Move*, click *Move Selected Items Above*.
 - To move the selected items to the end of the learning module, click *Move Selected Items to Bottom of List*.



To move content items under a new heading, select the items and move it to the bottom of the list.