Use Course Builder for Content Organization
A Brightspace Tip

🎥 [Video Tutorial](#)

This procedure is used to move unit folders into another unit folder. This tool is helpful because the following cannot be done in the Content area and is helpful when organizing your course content.

1. Use the Class Tools icon in the navBar link or Course Admin to access the Course Builder tool.

2. Click the open book to build a new module.

3. Select a Location = The Course Title

4. Use the Create Module window to name your new module/unit folder.
   a. Click Create.
   b. The new module/unit folder will appear at the bottom of the unit blocks.

5. Drag and drop other unit blocks into the new unit block to clean-up the Content table of

Course Builder

Build Outline

Drag or click modules and placeholders to build your course outline

Select a location

Select the location in the course structure to add the selected object(s) to.

- Sandbox - dtowers
- PD Sessions
- LTI

Create Module

General

Name *

Notes

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Restrictions

Dates
☐ Has Start Date
📅 11/5/2021 1:54 PM
☐ Has End Date

[Create] [Cancel]

⊞ MP1 ⌄
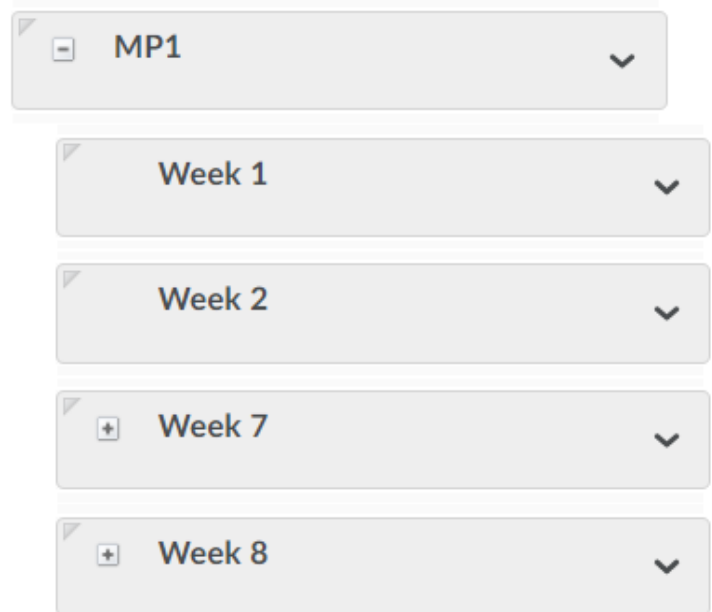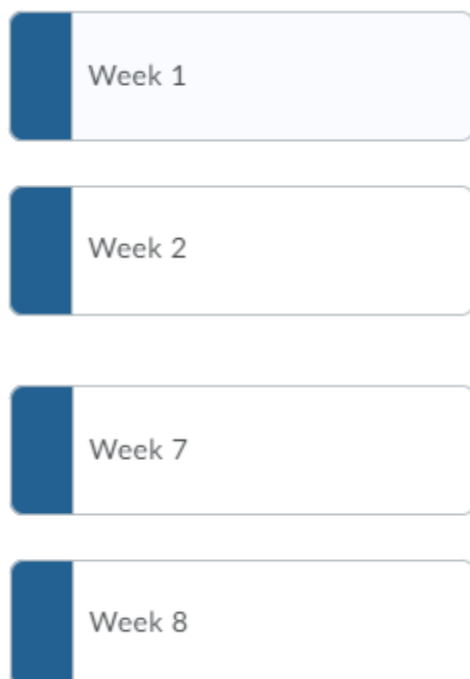
contents for you and your students.	
In Course Builder Before	**In Course Builder After**
MP1 ⌄ Week 1 ⌄ Week 2 ⌄ Week 7 ⌄ Week 8 ⌄	⊟ MP1 ⌄ Week 1 ⌄ Week 2 ⌄ ⊞ Week 7 ⌄ ⊞ Week 8 ⌄
Content Before	**Content After**
Week 1 Week 2 Week 7 Week 8	MP1 Week 1 Week 2 Week 7 Week 8