

How-To Organise a Folder/Tree Structure on the left-hand side Menu

Software Support - 2020-11-16 - How-To

Depending on your [permissions](#), you can reorder the folder/tree structure on the left-hand side including all individual contents.

To change the Workspace Home left-hand side menu/folders/items:

1. Open your Workspace.
2. Select "**Modify Folder Properties & Permissions**" from the "**Actions**" menu at the bottom of the page.
3. Expand the "**Display & Sorting**" section.
4. Under "**Sort Order**" select how you want to order the contents/folders and then choose "**Ascending**" or "**Descending**."
5. Alternatively, you can select "**Manual Ordering**" to drag and drop the content/folders into any order that you wish.
6. Click "**Save**."
7. If you selected "**Manual Ordering**" now scroll to the bottom & under "**Actions**" menu click "**Reorder the Folder Contents**".
8. Click "Reorder the folder contents" and drag and drop your contents/items as required and then click "**Save**."

Kahootz Tip: If you would like to reorder folders within a folder, please open that specific folder first and then follow the instructions above.

Related Content

- [Folders \(Display & Sorting + Permissions\)](#)