

Instruction	Screenshot/Details
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## How To Reorder Files within Sections of Your WPAF Packet

1) If you add files to a section of your WPAF packet and notice they are not in the correct order, hover your mouse just to the left of the file that you want to move until the grid shows up.

**Teaching Related Materials**

**Required:** Syllabi, sample assessments and rubrics for each course

**Optional:** Information that indicates excellence and innovation in teaching

**COMPLETE** 1 / 1 REQUIRED

Teaching Related Materials 1+ Required | 5 Added [+ Add File](#)

KINE 154- Fall 2017- Syllabus	May 17, 2018	Edit	
KINE 324- Winter 2018- Midterm	May 22, 2018	Edit	
KINE 154- Spring 2017- Midterm	May 21, 2018	Edit	
KINE 324- Winter 2018- Syllabus	May 22, 2018	Edit	
KINE 324 - Winter 2018- Final	May 22, 2018	Edit	

2) Click on the grid and drag the file to the correct location.

**Notes:**

- If you add a file to the wrong section, you will not be able to drag the file into a different section. Instead, you will need to delete the file for the wrong section and add it to the appropriate section.
- Once you “submit” a section, you cannot reorder the documents in that section even if the section is unlocked for you. This is one more reason it is extremely important that you do not “Review & Submit”>”Submit Section(s)” until you are ready to turn in your final WPAF packet.

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