


Move Grade Items and Categories in Gradebook

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To change the order items in your gradebook:

1. Open the course and select Grades.
2. Select Setup > then Gradebook Setup.
3. Scroll down to the item you want to move and select the up/down arrow  .
4. Dotted boxes will appear in the grade book. Select the box where you want the item to appear.
5. Repeat steps as needed to move additional items.

If you move a category that contains items and/or sub-categories, all of its contents will also be moved to the new location.
