Move Grade Items and Categories in Gradebook

To change the order of columns in the Grader report, move grade items into categories, or move categories:

1. Select Gradebook Setup.
2. On the left of the Grade item or Category you want to move, Click on . The menu will open.
3. Select the Move Here Box to move the Grade Item or Category.
4. 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.