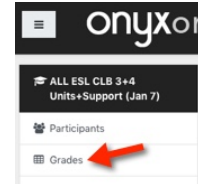


Moving Items in a Course Gradebook

Gradebook items can be re-ordered. This might be desirable if they are not in the same sequence as they appear on the course page. They can be moved by following these steps.

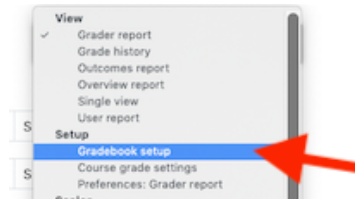
1. Go to the main course page and click “Grades” in the list of items in the Navigation drawer.



2. Locate and click on the dropdown menu displaying “Grader Report”.




3. Select “Gradebook setup” in the dropdown list.

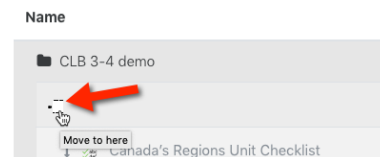


The Gradebook set-up page appears. This page is used to edit the gradebook.

4. Locate an item you want to move and click on the “Move” icon [] to the left of it.



5. Find the place you want to move the item and click the “Move to here” icon []



After clicking, the item has been moved. In this case, it is moved to the top of the gradebook under the course name, CLB 3-4 demo. (This corresponds with the first item on the main course page).

