

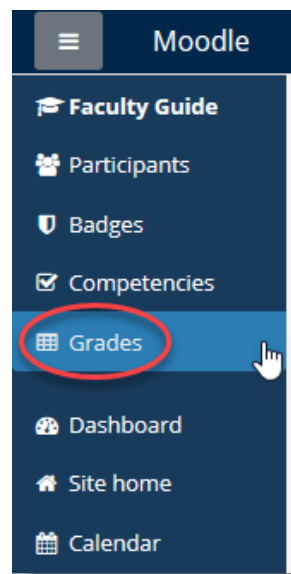
### Why Should I Rearrange Grade Items?

It's a good idea to list items in the gradebook in the same order that they will occur in the course. This helps to eliminate confusion for students, and makes it easier for instructors to grade students' work. Grade items are added to the gradebook in the order in which they are created, which sometimes makes it necessary to rearrange the items.

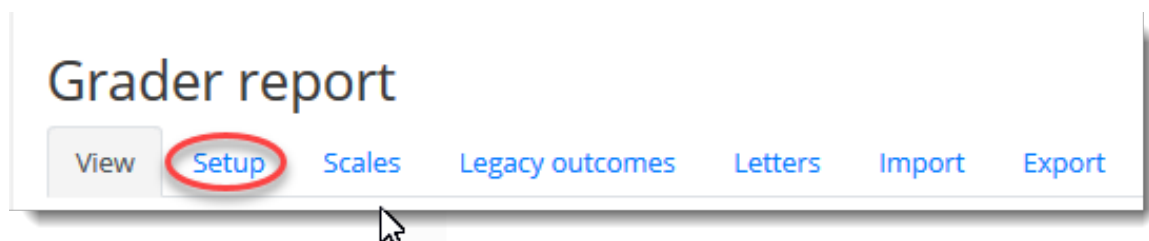
### How Do I Rearrange Grade Items?


Follow these steps to rearrange grade items within the gradebook:

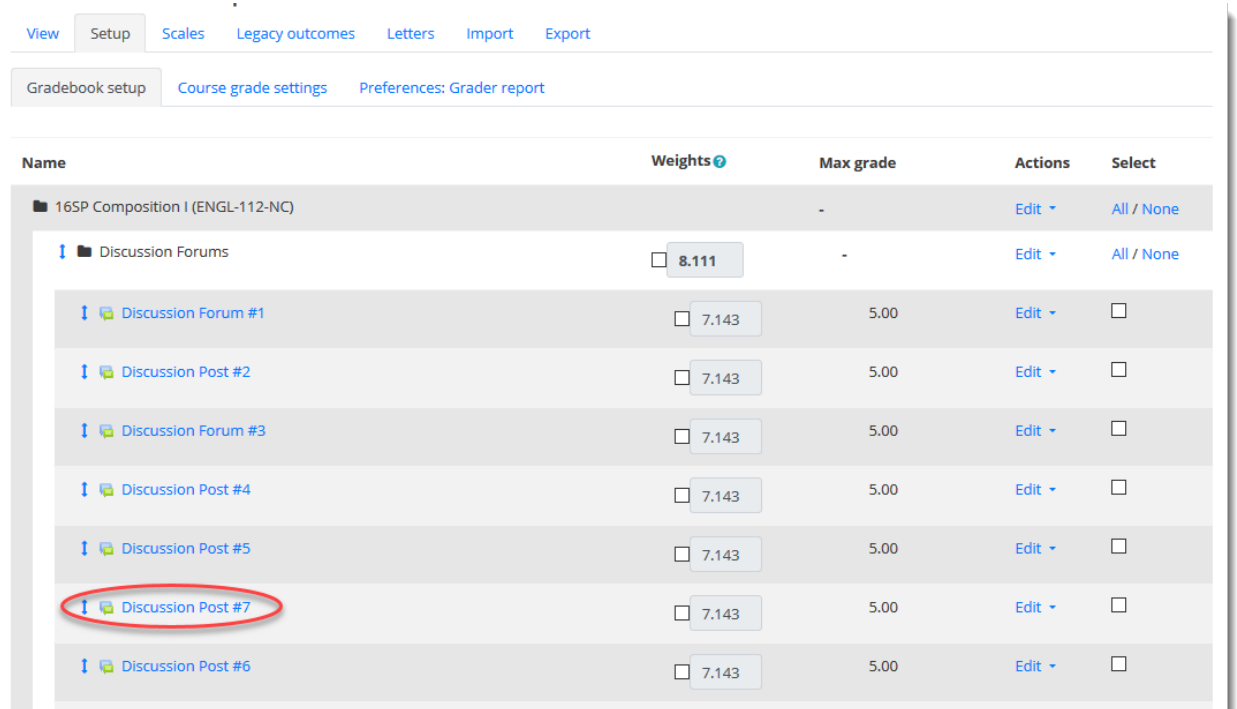
1. From the Course Home page, select the **Grades** option in the **Slide Out Menu**.



2. Click the **Setup** tab of the gradebook.



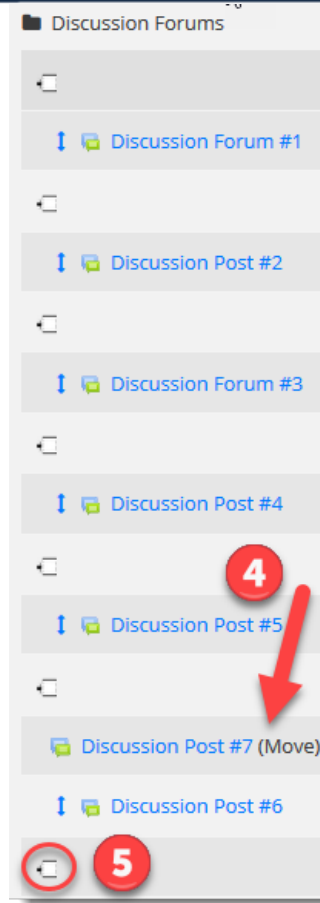
- For the grade item you need to move, click the move icon (  ). In the example below, we'll move the "Discussion Post #7" grade item so that it appears *below* Discussion Post #6.



The screenshot shows the Moodle gradebook settings interface. At the top, there are tabs for 'View', 'Setup', 'Scales', 'Legacy outcomes', 'Letters', 'Import', and 'Export'. Below these are sub-tabs for 'Gradebook setup', 'Course grade settings', and 'Preferences: Grader report'. The main content is a table with the following columns: Name, Weights, Max grade, Actions, and Select.

Name	Weights	Max grade	Actions	Select
16SP Composition I (ENGL-112-NC)	-	-	Edit ▾	All / None
Discussion Forums	<input type="checkbox"/> 8.111	-	Edit ▾	All / None
Discussion Forum #1	<input type="checkbox"/> 7.143	5.00	Edit ▾	<input type="checkbox"/>
Discussion Post #2	<input type="checkbox"/> 7.143	5.00	Edit ▾	<input type="checkbox"/>
Discussion Forum #3	<input type="checkbox"/> 7.143	5.00	Edit ▾	<input type="checkbox"/>
Discussion Post #4	<input type="checkbox"/> 7.143	5.00	Edit ▾	<input type="checkbox"/>
Discussion Post #5	<input type="checkbox"/> 7.143	5.00	Edit ▾	<input type="checkbox"/>
Discussion Post #7	<input type="checkbox"/> 7.143	5.00	Edit ▾	<input type="checkbox"/>
Discussion Post #6	<input type="checkbox"/> 7.143	5.00	Edit ▾	<input type="checkbox"/>

- Once you click the move icon, the page will refresh to show the different locations you can move the selected item to. Notice that the item you are rearranging now says "move" in parentheses.
- Click on the box that represents the new location where you would like that grade item to appear. The level of indentation of the "move here" boxes matters. If you were to place the grade item in the box that is not indented under the Quizzes category (noted by a red x in the screenshot) it would appear *outside* the Quizzes grade category and not factor into the Quizzes category grade.



- The page will refresh to show you where you moved the item to. Verify that the grade item is now appearing in the desired location.

Discussion Forums		8.111	-	Edit ▾	All / None
Discussion Forum #1	7.143	5.00	Edit ▾	<input type="checkbox"/>	
Discussion Post #2	7.143	5.00	Edit ▾	<input type="checkbox"/>	
Discussion Forum #3	7.143	5.00	Edit ▾	<input type="checkbox"/>	
Discussion Post #4	7.143	5.00	Edit ▾	<input type="checkbox"/>	
Discussion Post #5	7.143	5.00	Edit ▾	<input type="checkbox"/>	
Discussion Post #6	7.143	5.00	Edit ▾	<input type="checkbox"/>	
Discussion Post #7	7.143	5.00	Edit ▾	<input type="checkbox"/>	
Discussion Post #8	7.143	5.00	Edit ▾	<input type="checkbox"/>	