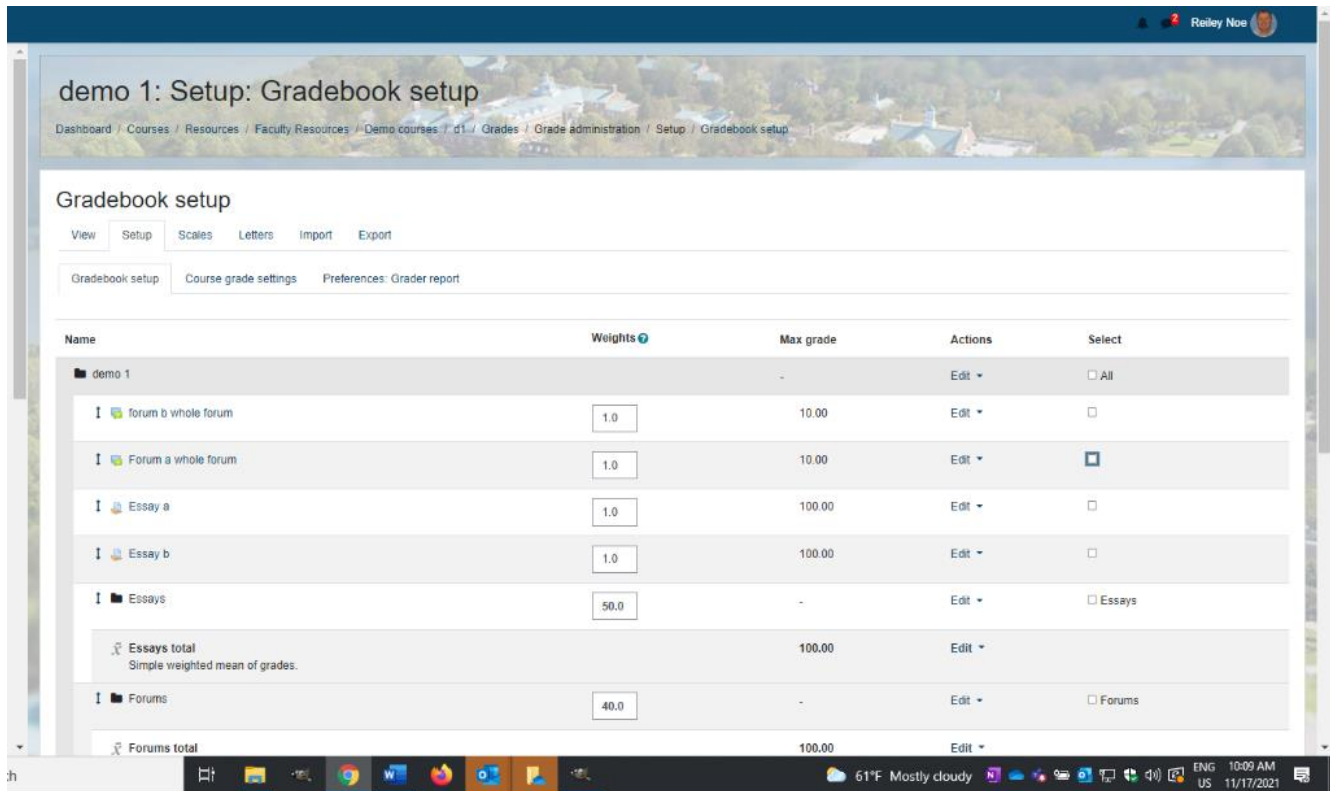


Moving a grade item.

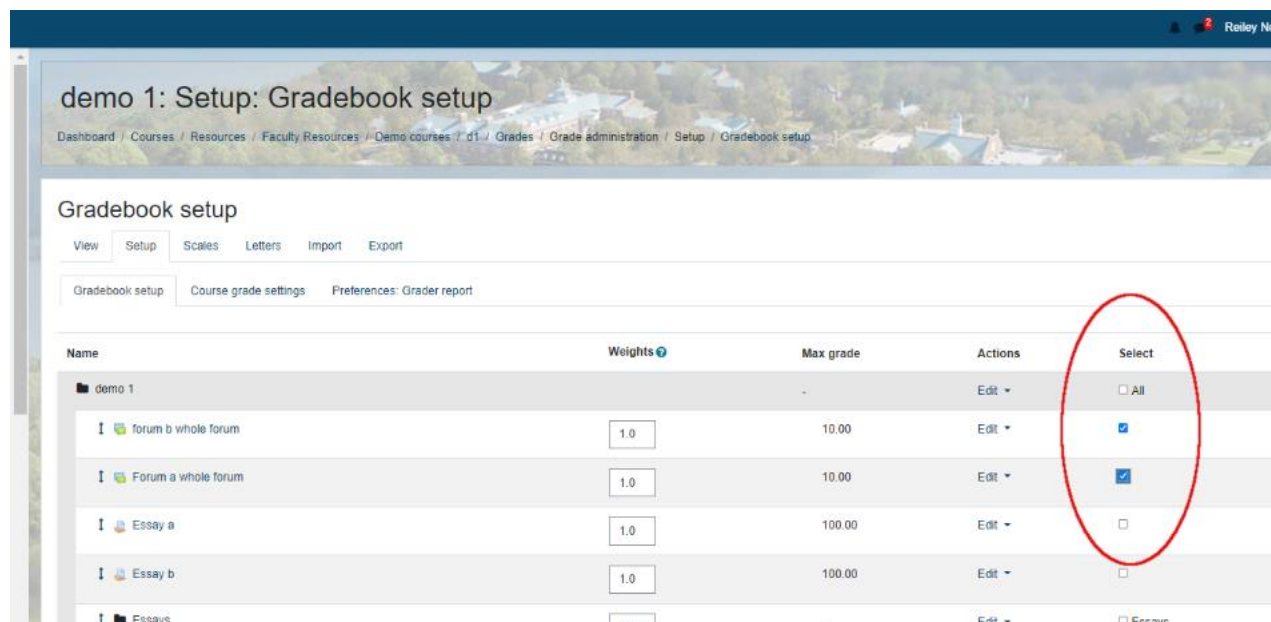
There are times when you'll want to re-arrange grade items into different categories and within different categories. It is not difficult, but it isn't very easy to discern how to do this. This is the process.

1. Click the tick box across from the particular grade items that you want to move into a different category. We want to move the two forums and the two essays into the proper grade category so that the gradebook aggregates their grade automatically.



Name	Weights	Max grade	Actions	Select
demo 1	-	-	Edit	<input type="checkbox"/> All
forum b whole forum	1.0	10.00	Edit	<input type="checkbox"/>
Forum a whole forum	1.0	10.00	Edit	<input checked="" type="checkbox"/>
Essay a	1.0	100.00	Edit	<input type="checkbox"/>
Essay b	1.0	100.00	Edit	<input type="checkbox"/>
Essays	50.0	-	Edit	<input type="checkbox"/> Essays
Essays total Simple weighted mean of grades.		100.00	Edit	
Forums	40.0	-	Edit	<input type="checkbox"/> Forums
Forums total		100.00	Edit	

2. You'll see something like this. We're going to tick on Forum A and B.



Name	Weights	Max grade	Actions	Select
demo 1	-	-	Edit	<input type="checkbox"/> All
forum b whole forum	1.0	10.00	Edit	<input checked="" type="checkbox"/>
Forum a whole forum	1.0	10.00	Edit	<input checked="" type="checkbox"/>
Essay a	1.0	100.00	Edit	<input type="checkbox"/>
Essay b	1.0	100.00	Edit	<input type="checkbox"/>
Essays	50.0	-	Edit	<input type="checkbox"/> Essays

3. Now scroll down to the bottom of the page and click on the double arrows on the Choose menu next to Move Selected Items to.

The screenshot shows a gradebook interface with a table of categories and their weighted means. The table has columns for category name, weighted mean, and a 'Choose...' dropdown menu. A red circle highlights the 'Move selected items to' dropdown menu.

Category	Weighted mean	Choose...
Forums	40.0	-
Forums total	100.00	-
participation	10.0	-
participation total	100.00	-
participation	1.0	100.00
Course total	100.00	-

Buttons: Save changes, Move selected items to, Choose..., Add grade item, Add category.

4. Select the Category that you would like the grade items to move into. Here we're

The screenshot shows the same gradebook interface, but with the 'Choose...' dropdown menu open. The dropdown menu lists the following categories: Choose..., demo 1, Essays, Forum, participation, and Choose... (with a double arrow). A red circle highlights the dropdown menu.

Category	Weighted mean	Choose...
Essays	50.0	-
Essays total	100.00	-
Forum	40.0	-
Forum total	100.00	-
participation	10.0	-
participation total	100.00	-
participation	1.0	100.00
Course total	100.00	-

Buttons: Save changes, Move selected items to, Choose..., Add grade item, Add category.

5. The two forums move into the Forum category. To move the essays, we'll tick the boxes next to the two essays.

The screenshot shows a table with columns: Name, Weights, Max grade, Actions, and Select. The 'Select' column contains checkboxes for each item. A red circle labeled '1.' highlights the 'Forum' category, and another red circle labeled '2.' highlights the checkboxes for 'Essay b' and 'Essay a'.

Name	Weights	Max grade	Actions	Select
demo 1		-	Edit	<input type="checkbox"/> All
Essay b	1.0	100.00	Edit	<input checked="" type="checkbox"/>
Essay a	1.0	100.00	Edit	<input checked="" type="checkbox"/>
Essays	50.0	-	Edit	<input type="checkbox"/> Essays
Essays total Simple weighted mean of grades.		100.00	Edit	
Forum	40.0	-	Edit	<input type="checkbox"/> Forum
forum b whole forum		10.00	Edit	<input type="checkbox"/>
Forum a whole forum		10.00	Edit	<input type="checkbox"/>
Forum total Simple weighted mean of grades.		100.00	Edit	
participation	10.0	-	Edit	<input type="checkbox"/> participation
participation total Simple weighted mean of grades.		100.00	Edit	
participation	1.0	100.00	Edit	<input type="checkbox"/>
Course total Weighted mean of grades.		100.00	Edit	

Save changes

Move selected items to: Choose...

6. Select the Essay category from the drop-down menu.

The screenshot shows the 'Move selected items to' dropdown menu open, with 'Essays' selected. The 'Save changes' button is also visible.

Name	Weights	Max grade	Actions
Essays total Simple weighted mean of grades.		100.00	Edit
Forum	40.0	-	Edit
forum b whole forum		10.00	Edit
Forum a whole forum		10.00	Edit
Forum total Simple weighted mean of grades.		100.00	Edit
participation	10.0	-	Edit
participation total Simple weighted mean of grades.		100.00	Edit
participation	1.0	100.00	Edit
Course total Weighted mean of grades.		100.00	Edit

Save changes

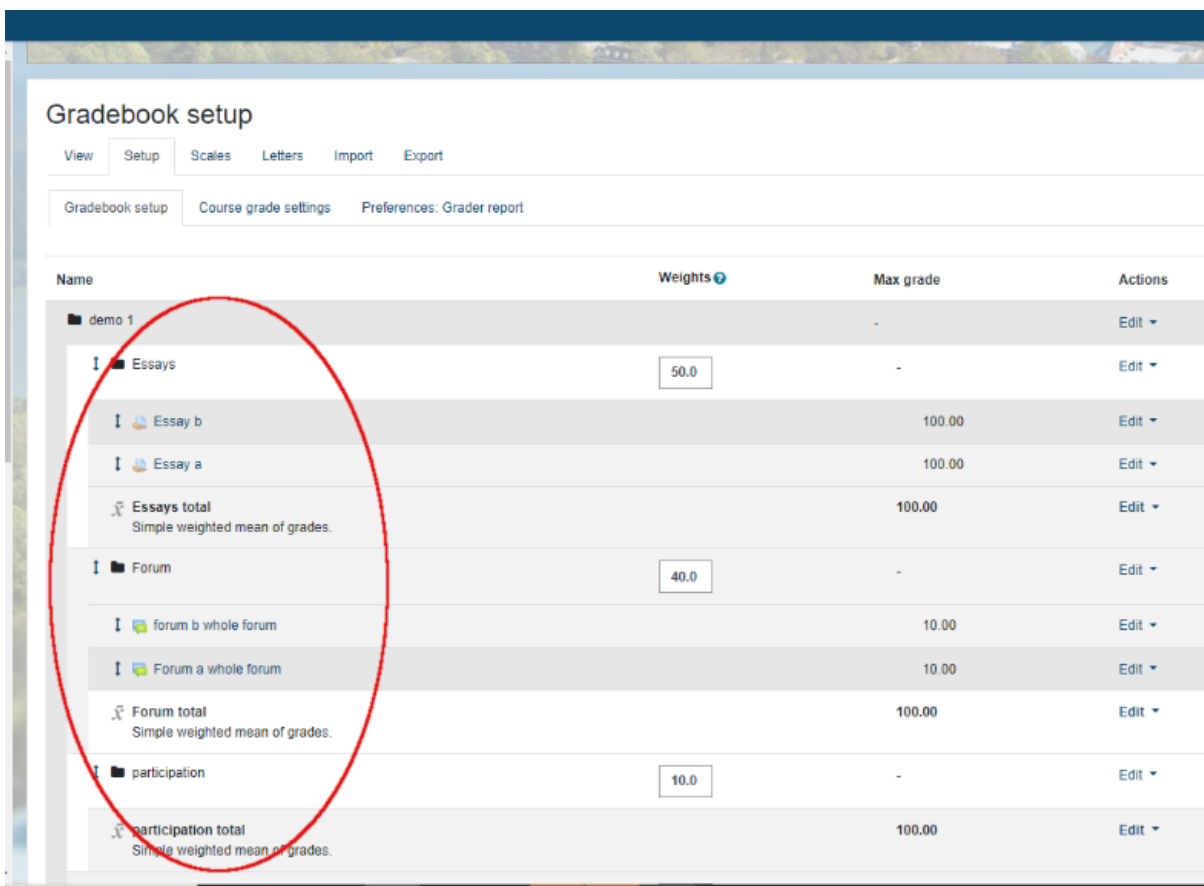
Move selected items to: Choose...
Choose...
demo 1
Essays
Forum
participation

Add grade item Add category

7. Notice that everything is in its proper category. So that's good.

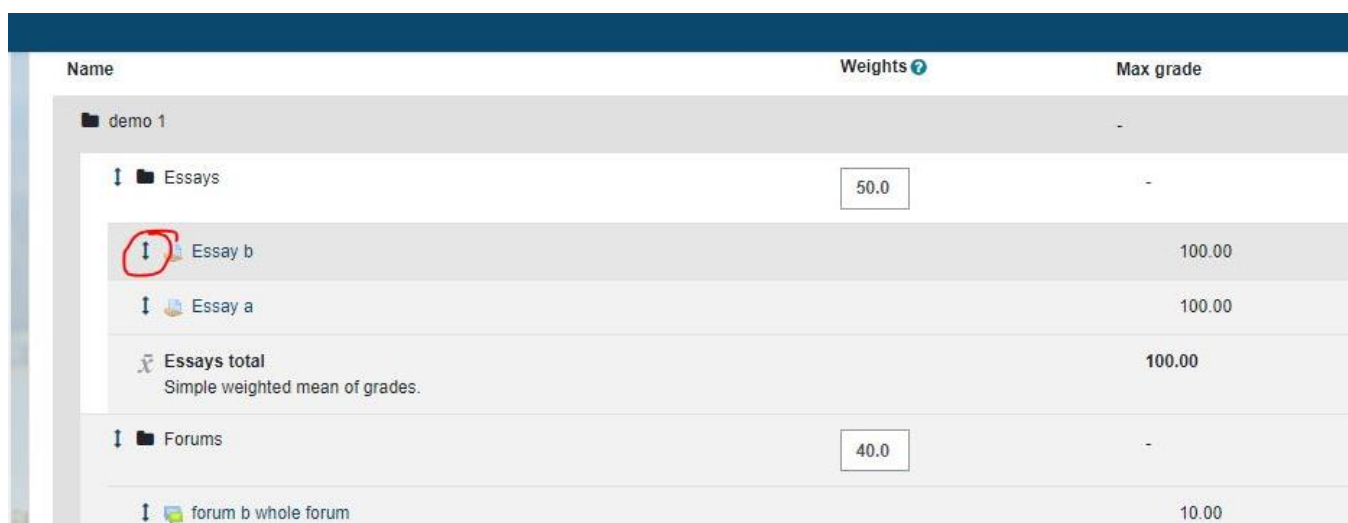
But notice that the sequencing is wrong – Essay B is on top of Essay A, and you'll see the same situation in the Forum category.

There is one more thing to do....



Name	Weights	Max grade	Actions
demo 1	-	-	Edit
Essays	50.0	-	Edit
Essay b		100.00	Edit
Essay a		100.00	Edit
Essays total Simple weighted mean of grades.		100.00	Edit
Forum	40.0	-	Edit
forum b whole forum		10.00	Edit
Forum a whole forum		10.00	Edit
Forum total Simple weighted mean of grades.		100.00	Edit
participation	10.0	-	Edit
participation total Simple weighted mean of grades.		100.00	Edit

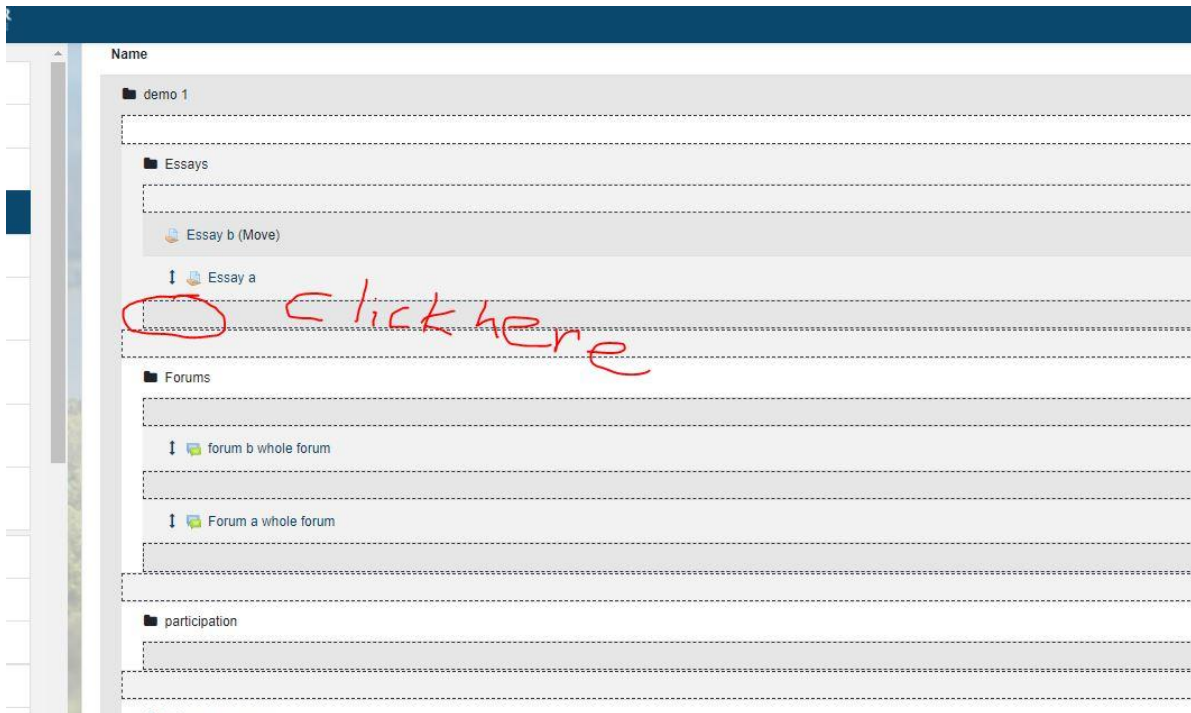
8. To rearrange the order within a category – like to move Forum 2 beneath Forum 1 – you'll want to click on the double arrow icon to the left of the item that you want to move.



Name	Weights	Max grade
demo 1	-	-
Essays	50.0	-
Essay b		100.00
Essay a		100.00
Essays total Simple weighted mean of grades.		100.00
Forums	40.0	-
forum b whole forum		10.00

9. You'll see some bars appear above and beneath grade items and grading categories.

Pick out the logical place for it to appear and click on the bar directly beneath it. Since we want Essay B to be after Essay A, just click on that box and it will appear there.



10. And Essay B sorts itself to being just beneath Essay A. Here, you'll want to do the same thing for Forum A and Forum B, too.

Gradebook setup Course grade settings Preferences: Grader report		
Name	Weights ?	Max grade
demo 1		
Essays	50.0	
Essay a		100.00
Essay b		100.00
Essays total Simple weighted mean of grades.		100.00
Forums	40.0	
forum b whole forum		10.00
Forum a whole forum		10.00
Forums total Simple weighted mean of grades.		100.00
participation	10.0	

Repeat here