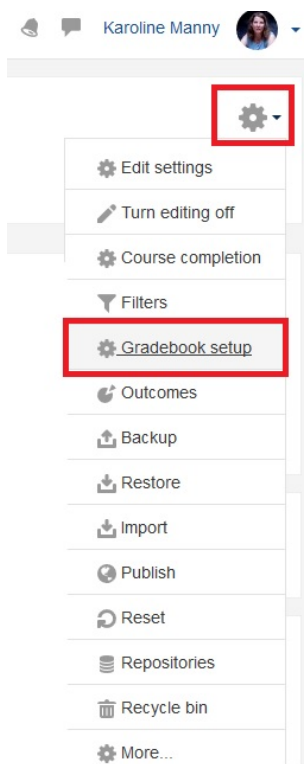# Moving Items in Gradebook

Moving a Single Item

If you have an item in the gradebook, but it is not in the appropriate category you can move it by following these simple steps.
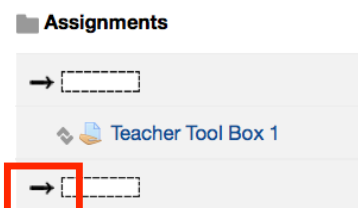
> 1. In the course, find the **Gear icon** and choose the **Gradebook Setup** link:

2. Once on Gradebook setup page, click the **Arrow** icon of the item you wish to relocate.

3. Next, click on the → to choose the destination for the selected item.

Moving Multiple Items

If you have multiple items in the gradebook that need to be moved, follow these steps:

1. Access the gradebook **Setup** page (instructions above).

2. Underneath the **Select** column (far right), check the boxes of the items you wish to relocate.

Name	Weights ?	Max grade	Actions	Select
📁 **EDU 201 MASTER - Technology in the Educational Setting**	-		Edit ▾	All / None
◇ 📁 **Summative Assessments**	-		Edit ▾	All / None
x̄ **Summative Assessments total** Mean of grades. Include empty grades.		100.00	Edit ▾	
◇ 📁 **Discussion Forums**	-		Edit ▾	All / None
◇ [[modulename]] Discussion Board 1.2: 21st Century Teaching and Learning		50.00	Edit ▾	☑
◇ 🔲 Introductions Forum		25.00	Edit ▾	☑
◇ 🔲 Week 1 Forum: 21st Century Teaching and Learning		25.00	Edit ▾	☑
◇ 🔲 Week 2 Forum: TPACK Model & Learner Characteristics		25.00	Edit ▾	☑

3. At the bottom of the page, use the "Move selected items to" drop down box to choose the appropriate category for the graded items selected.

Move selected items to

```
Choose...                                              ▼
Choose...
EDU 201 MASTER - Technology in the Educational Setting
Summative Assessments
Discussion Forums
Technology Projects
Assignments
Lesson Activities
```