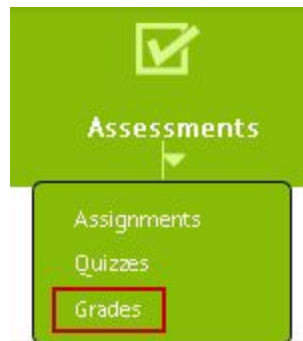
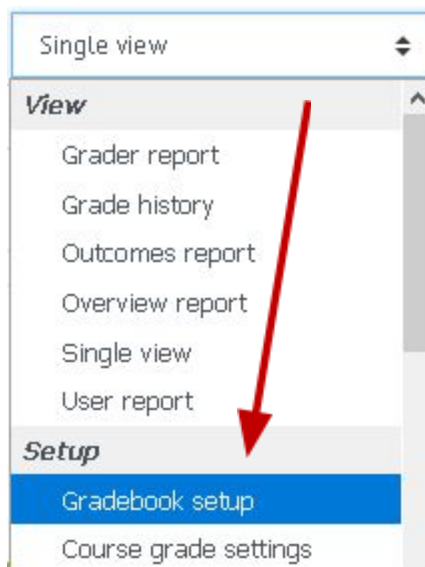


This document is intended to help you move Grade Items from one place to another. **Note:** If you are making any changes beyond those in the **Getting Started** section, please be sure to inform Partner Support at ADLC so we can keep you informed on save and transfer options. We appreciate your work and want to make sure you have all the options available to you.

1. In the **Assessments** tab, select **Grades**.



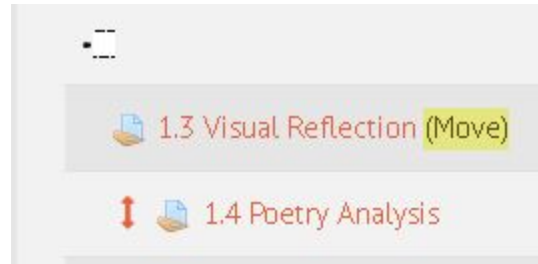
2. Select **Gradebook setup**.



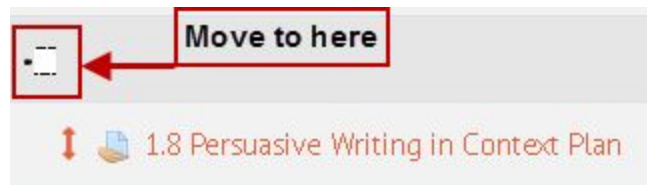
3. Scroll down to the gradable you want to move, and select the **Move** icon.



Note: Your Gradebook will switch to the following view, which shows which item you've selected to move.



4. Scroll to where you want to insert the Grade item and select the **Move to here** location box.



*Note: You'll need to follow this procedure for each of the individual **Grade** items you want to move.*

Questions?

Give us a call at 1-866-774-5333, ext. 5256 or email moodlesupport@adlc.ca