

## Reordering Grade Items & Categories

1. Log onto Brightspace using your CUNY credentials.
2. Select the course in which you would like to work on.
3. On the navigation bar locate and select the **Grades** tab.
4. Once in the grades tab select **Manage Grades**.
5. Next select **More Actions**-> **Reorder**

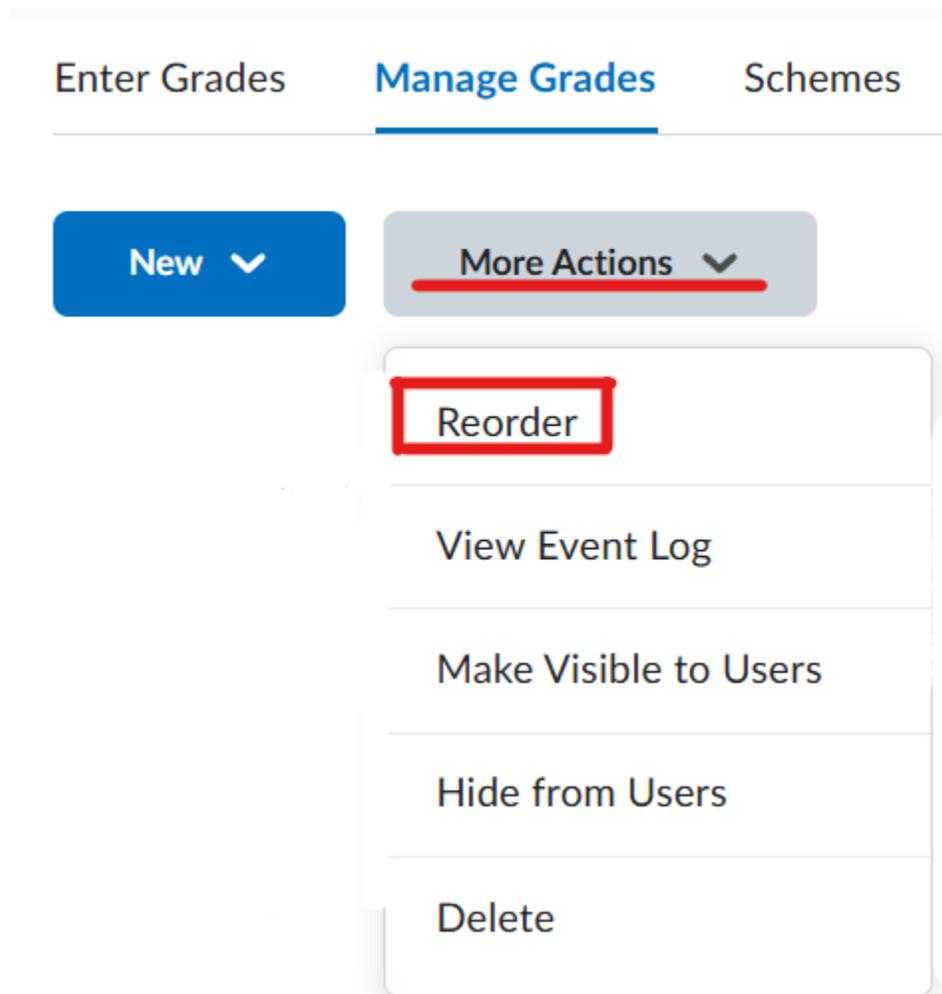


Figure 1: Brightspace showing options to manage grades with dropdown menus.

6. In the Reorder Grade Items and Categories page on the right-hand side there will be an option to **sort order** the grade items and categories. Select the columns you would like to reorder.

## Reordering Grade Items & Categories

### Reorder Grade Items and Categories

[Expand All](#) [Collapse All](#)

Items and Categories	Sort Order
Discussion	1 ▾
▼ Exams	2 ▾
exam 5	1 ▾
EXAM 2	2 ▾
EXAM 3	3 ▾
EXAM 4	4 ▾
Exam 1	5 ▾
Exam 1 (1)	6 ▾
▼ Assignment	3 ▾
<a href="#">Save</a> <a href="#">Cancel</a> <input type="text" value="ment 1"/>	1 ▾

Figure 2: Image Brightspace reordering grade items and categories with dropdown menus for sorting.

7. After the order has been decided, click **Save**.