Assignments are arranged within the Gradebook in the order in which they are created. This may cause assignments to appear in a different order than what is wanted. For example, if Quiz 3 was created after Quiz 5, it will appear in the Gradebook after Quiz 5 which may cause confusion.

REARRANGING ASSIGNMENTS

1. In your ANGEL class, go to Manage > Gradebook > Categories.

   Note: Assignments can only be rearranged within their own categories. For example, if you have a "Discussion" category and a "Quiz" category, you cannot move the assignment "Discussion 1" so that it appears next to assignment "Quiz 1" if they belong to different categories.

2. Check the box next to the Category that contains the Assignments that need to be rearranged. In this example, we are rearranging the order of some quizzes within the "Quizzes" category. Click the Show Tasks button.

3. The [Category Name] Tasks section will appear below the Categories. Click the Reorder Assignments link.
4. The **Reorder Assignments** screen will appear. Select the assignment that you want to move and then use the buttons to the right to move the assignment into the desired position.

![Reorder Assignments Screen](image)

The buttons will move the selected assignment as follows:

- **Top** moves it to the top of the list of assignments
- **Up** moves the assignment up one place
- **Down** moves the assignment down one place
- **Bottom** moves the assignment to the bottom of the list

5. Click the **Save** button when everything has been rearranged as needed. This will bring you back to the main menu screen for the Gradebook. To check your results, click **Assignments**. They should now show in the correct order.