Categories are arranged within the Gradebook in the order in which they are created. This may cause categories to appear in a different order than what is wanted. This order can be changed within the Gradebook Management section.

REARRANGING CATEGORIES

1. In your ANGEL class, go to Manage > Gradebook > Categories.
2. Check the box next to the Category to be moved. Click the Show Tasks button.
3. The [Category Name] Tasks section will appear below the Categories. Click the Move Up or Move Down link to move the category into the desired location. Click Done when finished.

Note: You may need to click the Move Up or Move Down link more than once, depending upon where you want to place the category that is being moved.