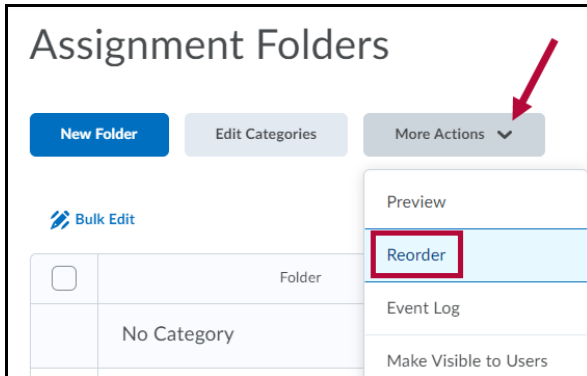


Reorder Assignments

Last Modified on 05/25/2021 12:18 pm CDT

1. On the **Assignments** page, click the **More Actions** button then select **Reorder**.



2. Select the new position for a folder or category using the **Sort Order** drop-down list beside its name. The positions of other folders and categories adjust accordingly.

The screenshot shows a table with the following structure:

Categories/Assignments	Sort Order
▼ No Category	
SUBMIT SPIRIT CRUSHERS ASSIGNMENT HERE!	1 ▼
▼ Student Learning Outcomes	
Advising Meeting (ADVM)	1 ▼
Advising - Program Enrollment (ADVE)	2 ▼

A red arrow points to the 'Sort Order' dropdown menu for the 'SUBMIT SPIRIT CRUSHERS ASSIGNMENT HERE!' row.

3. Click **Save**.