

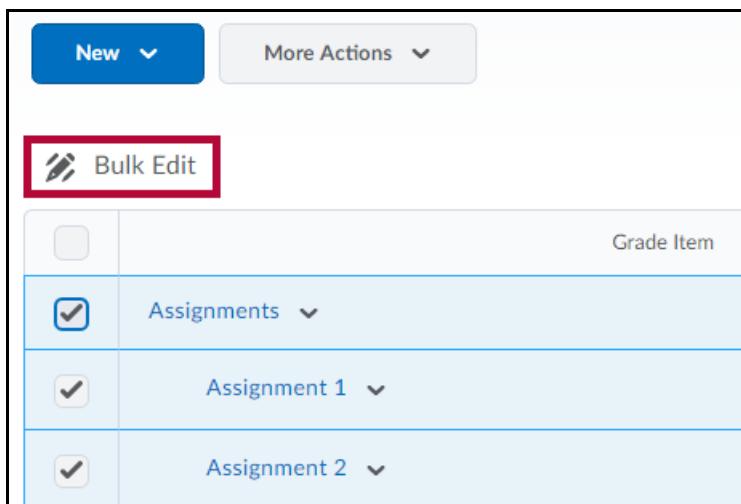
Bulk Edit and Reorder Items in Grades, Assignments, Quiz and Survey Tools

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In the Grades, Assignments, Quiz and Survey tools you can use Bulk Edit to change settings. You can also reorder items.

To Bulk Edit

1. Go to **Grades > Manage Grades**.
Or **Course Activities > Assignments**.
Or **Course Activities > Quizzes**.
Or **Course Management > Course Admin > Surveys**.
2. Select the items to edit.
3. Click **Bulk Edit**.



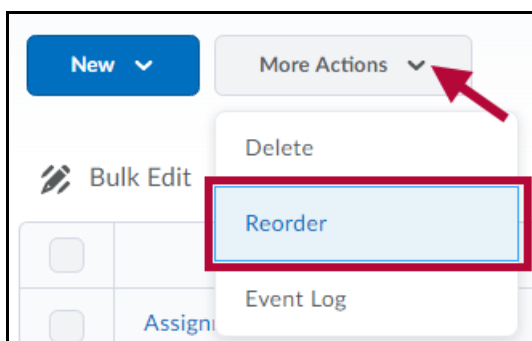
4. Adjust the settings you would like to change.

Edit Items and Categories									
#	Name*	Short Name	Type	Max Points*	Weight*	Bonus	Can Exceed	Grade Scheme	Category
1	Assignments	Assign			25		✓		
2	Assignment 1	Assign1	Numeric	15	25		✓	-- Default Scheme -- (Percentage)	Assignments (25% of final grade)
3	Assignment 2	Assign2	Numeric	15	25			-- Default Scheme -- (Percentage)	Assignments (25% of final grade)

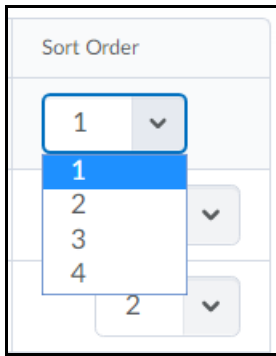
5. Save.

To Reorder

1. Click **More Actions > Reorder**.



2. Use the drop-down lists in the Sort Order column to select an item's location in the new order. Other items automatically reposition themselves according to the new order.



3. Click **Save**.