Bulk Edit and Reorder Items in Grades, Assignments, Quiz and Survey Tools
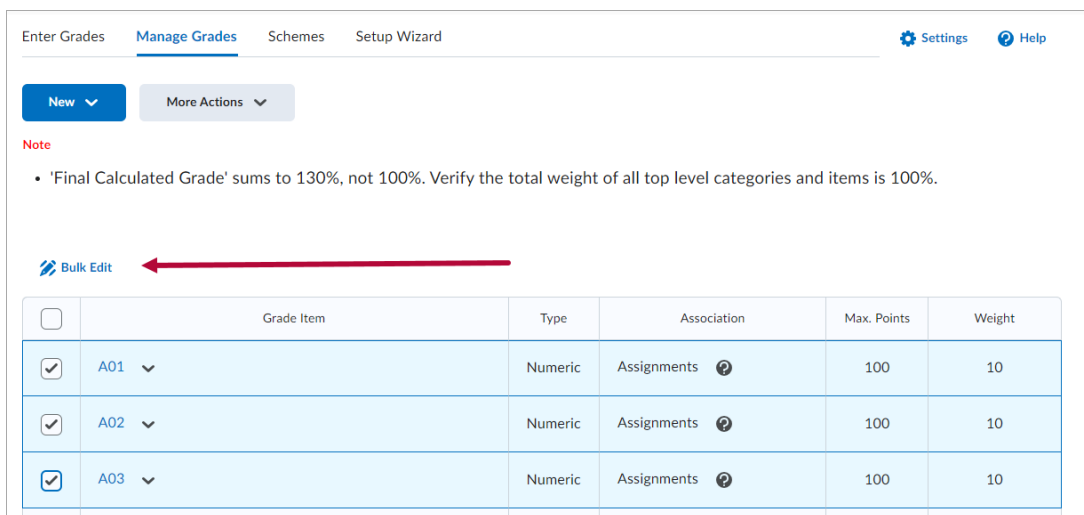
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In the **Grades**, **Assignments**, **Quiz** and **Survey** tools you can use **Bulk Edit** to change settings. You can also reorder items.
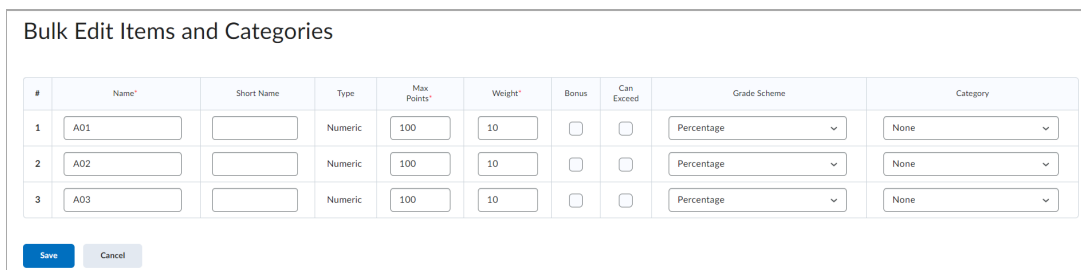
How to Bulk Edit

1. You can access Bulk Edit option in the following menus:
   A. **Grades → Manage Grades**.
   B. **Course Activities → Assignments.**
   C. **Course Activities → Quizzes.**
   D. **Course Management → Course Admin → Surveys.**

2. Select the checkboxes of the items you wish to bulk edit.

3. Click **[Bulk Edit]**.

4. Adjust the settings you would like to change on the following screen. Click **[Save]** when done.

To Reorder

1. Click **[More Actions] → [Reorder]**.
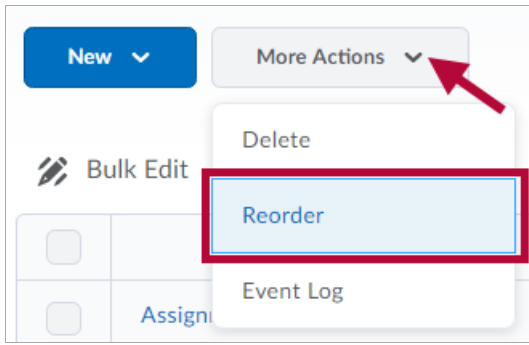
2. Use the drop-down lists in the **Sort Order** column to select an item's location in the new order. Other items automatically reposition themselves according to the new order. Click **[Save]** when done.