

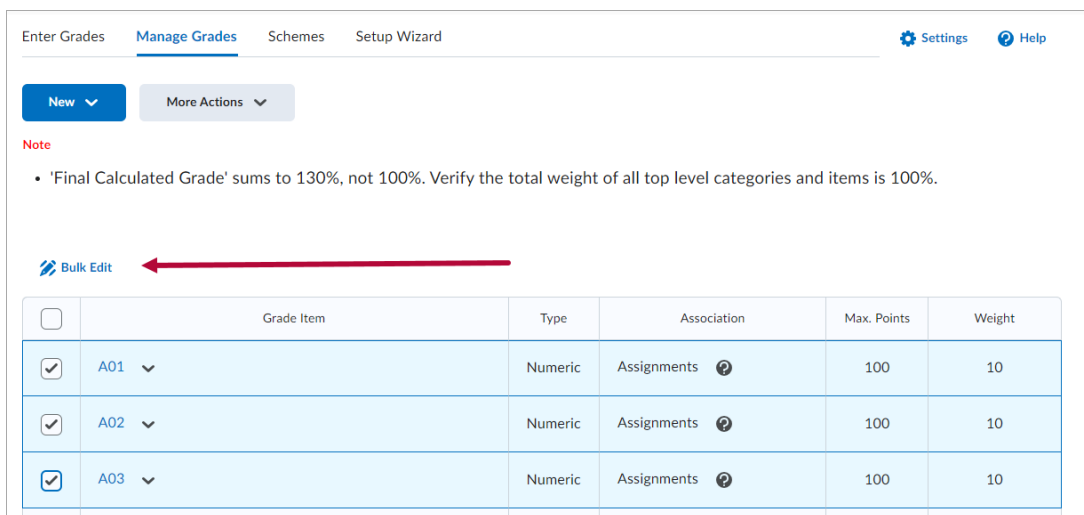
Bulk Edit and Reorder Items in Grades, Assignments, Quiz and Survey Tools

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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

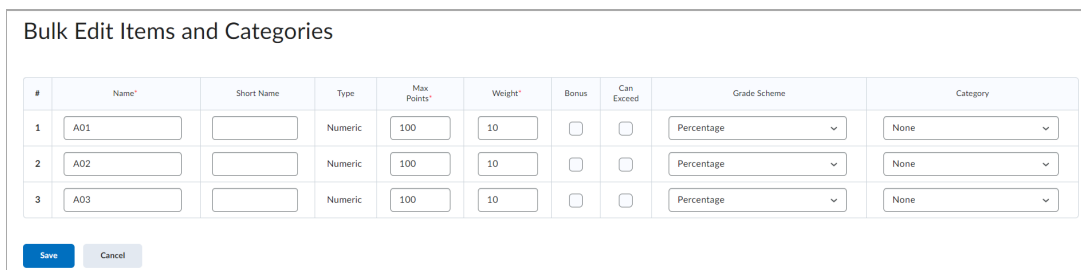
1. You can access Bulk Edit option in the following menus:
 - A. **Grades** → **Manage Grades**.
 - B. **Course Activities** → **Assignments**.
 - C. **Course Activities** → **Quizzes**.
 - D. **Course Management** → **Course Admin** → **Surveys**.
2. Select the checkboxes of the items you wish to bulk edit.
3. Click **[Bulk Edit]**.



The screenshot shows the 'Manage Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the tabs are buttons for 'New' and 'More Actions'. A note states: 'Final Calculated Grade' sums to 130%, not 100%. Verify the total weight of all top level categories and items is 100%. Below the note is a 'Bulk Edit' button, which is highlighted by a red arrow. Below the button is a table with the following columns: Grade Item, Type, Association, Max. Points, and Weight. The table contains three rows, each with a checked checkbox, a grade item ID (A01, A02, A03), a dropdown arrow, the type 'Numeric', the association 'Assignments', and the values '100' and '10' for Max. Points and Weight respectively.

| <input type="checkbox"/> | Grade Item | Type | Association | Max. Points | Weight |
|-------------------------------------|------------|---------|-------------|-------------|--------|
| <input checked="" type="checkbox"/> | A01 | Numeric | Assignments | 100 | 10 |
| <input checked="" type="checkbox"/> | A02 | Numeric | Assignments | 100 | 10 |
| <input checked="" type="checkbox"/> | A03 | Numeric | Assignments | 100 | 10 |

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

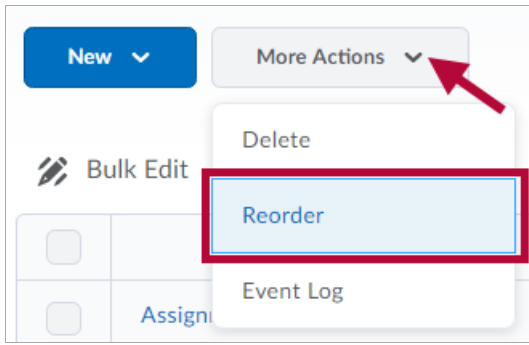


The screenshot shows the 'Bulk Edit Items and Categories' form. It contains a table with the following columns: #, Name, Short Name, Type, Max Points, Weight, Bonus, Can Exceed, Grade Scheme, and Category. The table has three rows, each with input fields for the first seven columns and dropdown menus for the last two. Below the table are 'Save' and 'Cancel' buttons.

| # | Name* | Short Name | Type | Max Points* | Weight* | Bonus | Can Exceed | Grade Scheme | Category |
|---|-------|------------|---------|-------------|---------|--------------------------|--------------------------|--------------|----------|
| 1 | A01 | | Numeric | 100 | 10 | <input type="checkbox"/> | <input type="checkbox"/> | Percentage | None |
| 2 | A02 | | Numeric | 100 | 10 | <input type="checkbox"/> | <input type="checkbox"/> | Percentage | None |
| 3 | A03 | | Numeric | 100 | 10 | <input type="checkbox"/> | <input type="checkbox"/> | Percentage | None |

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.

