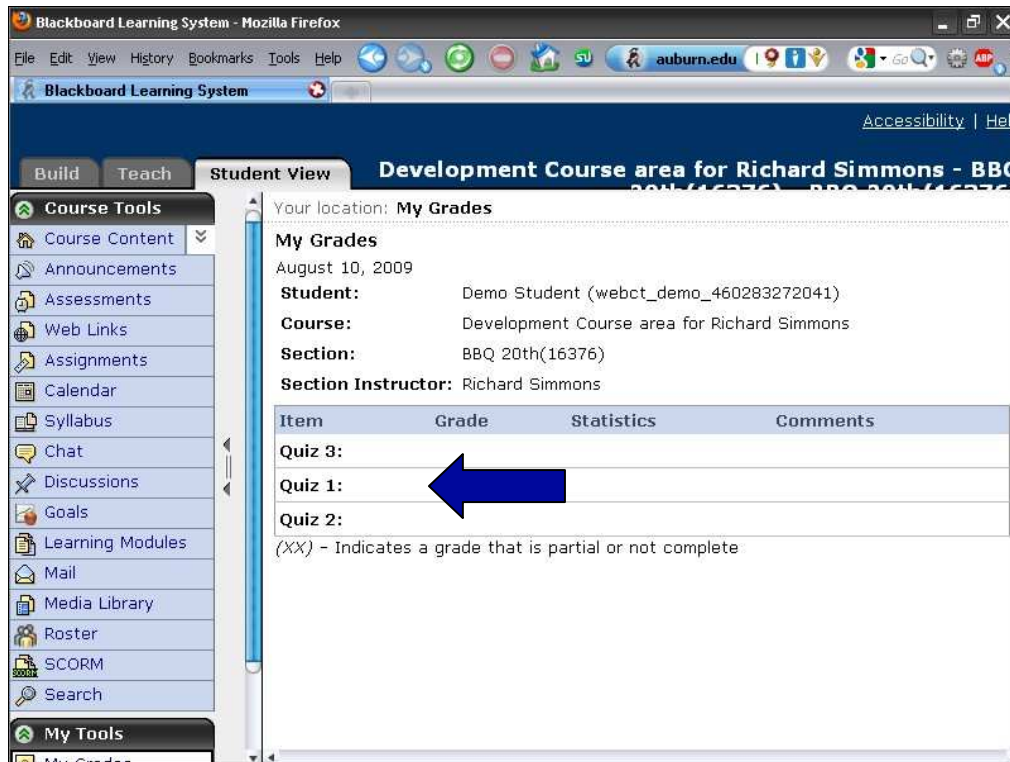
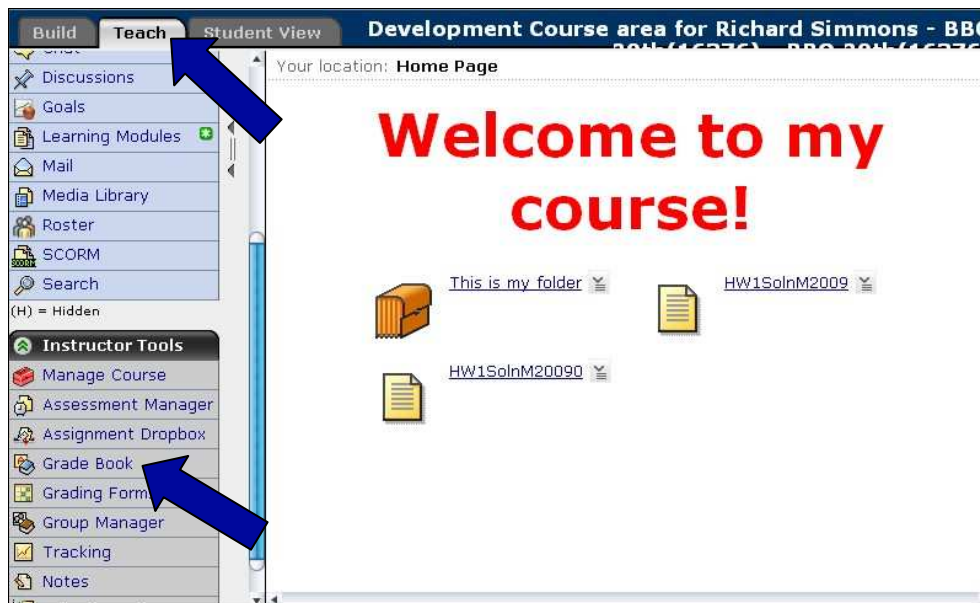


How to Reorder the My Grades Listing

1. If on the My Grades tool for students, if you want to reorder the listing, it is possible through the Grade Book

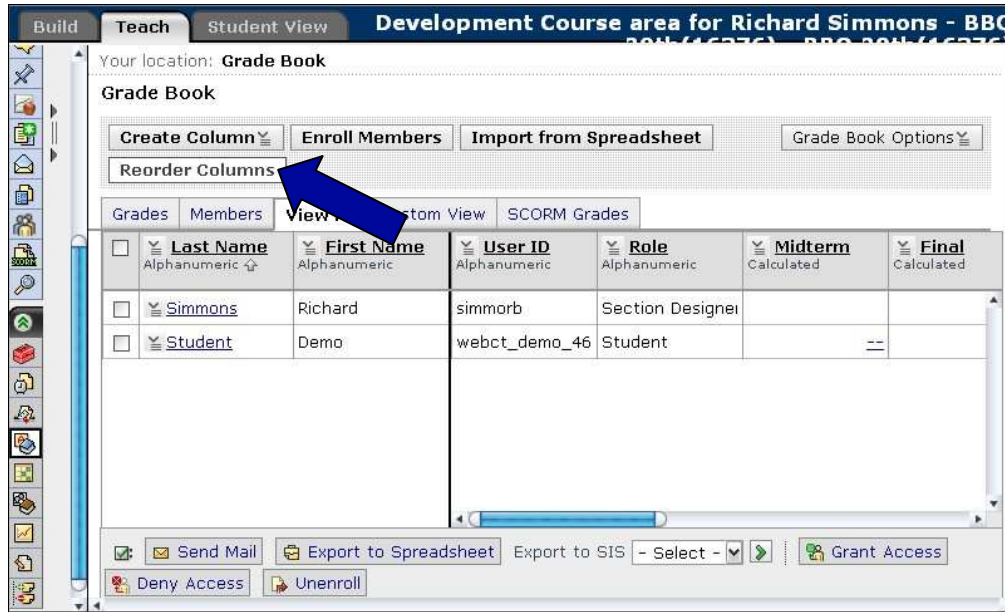


2. From the **Teach** tab, select **Grade Book**

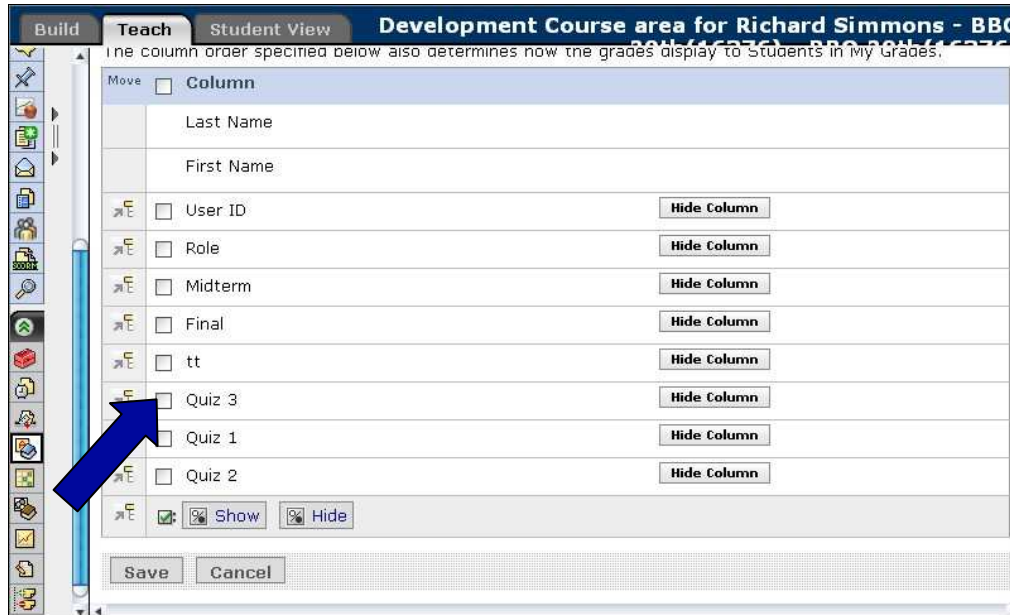


How to Reorder the My Grades Listing

3. Select the **Reorder Columns** text box

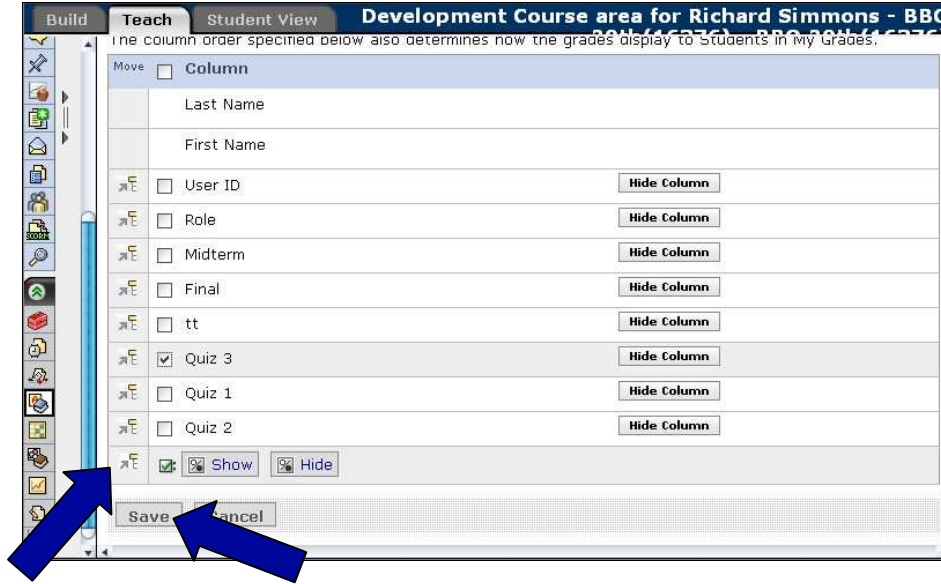


4. Select the check box next to the item you wish to **move**.



How to Reorder the My Grades Listing

5. Select the **Reorder Columns** icon **below the destination**. Since I want Quiz 3 to be at the very bottom, I click the bottom Reorder Column icon. Click the **Save** button



6. The grades are now in the correct order

