How do I move or reorder an assignment?

You can move or reorder assignments after you've created them. You can manually drag and drop the assignment, or you can use the Move To option, which is also accessible for keyboard users. You can also move all assignments in an assignment group to another assignment group.

Note: If you are using Multiple Grading Periods, you cannot move assignments and quizzes that are part of a closed grading period to another assignment group. However, you can move open assignments and quizzes to another assignment group.

https://embed.app.guidde.com/playbooks/rVvgFHr56fFMfL2FnHgYzq

Embed this Video

Open Assignments

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In Course Navigation, click the **Assignments** link.

Drag and Drop Assignment

Drag and Drop Assignment

You can use the drag and drop option to reorder assignments. Click the drag handle next to the assignment name. Drop the assignment in the desired location by releasing the mouse.

Move Assignment

Move Assignment

You can also use the Move To option to reorder an assignment. Click the **Options** icon [1] and select the **Move To...** link [2].

Select Assignment Group

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In the Move Assignment sidebar, click the **Assignment Group** drop-down menu [1], then select the assignment group for the assignment [2]. If you want to keep the assignment in the existing

assignment group, select the existing assignment group name. However, if you want to move the assignment into another assignment group, select the new assignment group name.

Place Assignment

Place Assignment
In the **Place** drop-down menu [1], select the placement of the assignment you are moving. You can move the assignment so that it is at the top of the section, before or after a specific section, or at the bottom of the section [2].

Place Before or After

Place Before or After
If you selected the **Before** or **After** option, click the third drop-down menu [1]. Select the assignment that should be before or after the assignment you are moving [2].

Move Assignment

Move Assignment
Click the **Move** button.

Move Assignment Group Contents

Move Assignment Group Contents
If you want to move all assignments within an assignment group, click the **Options** icon [1] and select the **Move Contents** link [2].

Choose Assignment Group

Choose Assignment Group
In the Move Contents Into sidebar, click the **Assignment Group** drop-down menu [1], then select the assignment group [2].

Note: Choosing a placement for the assignment group contents will place all contents in the same order as they currently exist in the assignment group. After you have moved the contents, you can reorder assignments within the assignment group individually.

Place Contents

Place Contents
In the **Place** drop-down menu [1], select the placement of the contents you are moving. You can move the contents to appear at the top of a new assignment group, before or after specific items

within the selected assignment group, or at the bottom of the list of items in the selected assignment group [2].

Place Before or After

Place Before or After
If you selected the **Before** or **After** option, click the third drop-down menu [1]. Select the assignment group content item that should be before or after the contents you are moving [2].

If you want to move the contents to another location, change the sidebar placement options again.

Move Contents

Move Contents
Click the **Move** button.

[Content retrieved from https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-or-reorder-an-assignment/ta-p/1289]

Revision #1
Created 2025-05-21 17:49:53 UTC by Brandy Brickey
Updated 2025-05-21 18:06:33 UTC by Brandy Brickey