HOW TO
Filter and Sort in Your Gradebook

You can filter and sort columns in the Gradebook according to your preference. The option to filter columns affects all assignments within the filter. You can also have a preset arrangement or manually arrange columns.

Click Grades from the course navigation menu.

Click on the View menu.

FILTER

Click on Filters from the drop-down menu.

Select your desired filter.

More than one filter can be applied at a time.
Filter menu(s)

will appear and display at the top of the Gradebook.

Select the assignment group, module, section and/or student group you want to filter by and view.

Remove Filters

by again clicking on the View menu.

Click the Filters link and select the filter that you want to remove from the Gradebook.

The checkmark next to the filter will disappear (i.e. here Student Groups was removed from the list of filters).

When a filter is removed from the Gradebook, all menu filter options are also removed.
Click on Arrange By from the drop-down menu.

Select your desired filter.*

*Assignments without due dates are considered to be new assignments.

Modules are arranged according to the order in the Modules page.

Manually Arrange Columns by clicking on the column heading and dragging the heading to your desired location.

Manual placement is persistent in the Gradebook until the column is reordered.*

*When columns have been manually reordered, any new assignment added to the Gradebook displays at the end of the Gradebook.

Resize Columns by hovering over the assignment header. When the cross-hairs icon appears, drag the assignment column to the desired width. Column width is persistent in the Gradebook until the column is resized.
SORT IN AN INDIVIDUAL ASSIGNMENT COLUMN

Navigate to the assignment
in which you want to hide grades.
Hover over the assignment column header
and click the Options icon.

Click on Sort By
from the drop-down menu.
Select your desired filter.

MOVE AND SORT TOTAL COLUMN

Hover over the Total column header
and click the Options icon.
To move the Total column to the front of
the Gradebook, click the Move to Front.
You can also Sort By ascending or
descending total grades.
By default, total grades are shown as a
percentage. If your course uses
unweighted assignment groups, you can
view your students’ total grades as points.
Click the Display as Points link.