

Organizing Gradebook with Filters

Introduction

In Canvas, you can reorder the assignments in your grade book based on your personal preference. To organize your Gradebook, follow these steps:

How to Organize Gradebook with Filters



Step 1: Click on Grades from the course menu on the left.

Step 2: By default, the Gradebook is ordered Modules - First to Last. To change this view, **Click the View** Drop-Down List.

∽ Gradebook	∽ View		
Student Name	Course Requirements Out of 10	Advising Guide Ackn Out of 0	Discussion Thread: T Out of 50
Justin Berry	-		-
Justin Burchett	-	-	-
Lindsay Coleman	-		70

How to Organize Gradebook with Filters (continued)

Step 3: Hover over Arrange By. The Canvas options for arranging your gradebook are Assignment Name, Due Date, Points, Module Order, and Default.

Gradebook ^ View				
Student Na	Arrange By	۰ ک	✓ Default Order	Discussion Thread: T Out of 50
Justin B	Filters	>	Assignment Name - A-Z	1-1
Justin B	Statuses		Assignment Name - Z-A	-
Lindsay	Columns		Due Date - Oldest to Newest	70
Mark Co	Notes		Due Date - Newest to Oldest	70
Jacen G	✓ Unpublished	Assignments	Points - Lowest to Highest	-
Mark Jor	inson	-	Points - Highest to Lowest	45
David Ma	arkovich	-	Module - First to Last	
Nawona	Nhekairo	-	Module - Last to First	
Carolyn F	Peck			1
Nathan R	Russell	_	-	-

Assignment Name allows you to arrange your gradebook by alphabetical order, Either A to Z or Z to A.

Arrange By	-	>	\checkmark	Default Order
Filters		>		Assignment Name - A-Z
Statuses				Assignment Name - Z-A
Columns				Due Date - Oldest to Newe
Notes			Due Date - Newest to Oldes	
 Unpublished Assignments 			Points - Lowest to Highest	
nnson				Points - Highest to Lowest
arkovich				Module - First to Last
Nhekairo	_			Module - Last to First
Peck	5 <u>-1</u> 2			

How to Organize Gradebook with Filters (continued)

Due Date allows you to arrange your gradebook by assignment due date, either oldest to newest or newest to oldest.

Arrange By	. >	✓ Default Order
Filters	>	Assignment Name - A-Z
Statuses		Assignment Name - Z-A
Columns		Due Date - Oldest to Newest
Notes		Due Date - Newest to Oldest
🗸 Unpublishe	d Assignments	Points - Lowest to Highest
onnson	_	Points - Highest to Lowest
larkovich	-	Module - First to Last
a Nhekairo	-	Module - Last to First
Peck	<u>12</u>	

Points allows you to arrange your gradebook by assignment point value, either highest to lowest or lowest to highest.

	No	
Arrange By	ه ال	✓ Default Order
Filters	>	Assignment Name - A-Z
Statuses		Assignment Name - Z-A
Columns		Due Date - Oldest to Newest
Notes		Due Date - Newest to Oldest
🗸 Unpublishe	d Assignments	Points - Lowest to Highest
onnson		Points - Highest to Lowest
larkovich		Module - First to Last
a Nhekairo	-	Module - Last to First
Peck	_	

How to Organize Gradebook with Filters (continued)

Module Order allows you to arrange your gradebook by the order assignments are listed in the module, either first module to last or last module to first.

Arrange By	ه 🌜	✓ Default Order
Filters	>	Assignment Name - A-Z
Statuses		Assignment Name - Z-A
Columns		Due Date - Oldest to Newest
Notes		Due Date - Newest to Oldest
✓ Unpublished Assignments		Points - Lowest to Highest
onnson -		Points - Highest to Lowest
larkovich		Module - First to Last
a Nhekairo	-	Module - Last to First
Peck	82	

Step 4: Select the Filter Option that best suits your needs.

Arrange By	<u>ر</u> ک	✓ Default Order
Filters	>	Assignment Name - A-Z
Statuses		Assignment Name - Z-A
Columns		Due Date - Oldest to Newest
Notes		Due Date - Newest to Oldest
 Unpublished Assignments 		Points - Lowest to Highest
nnson	-	Points - Highest to Lowest
arkovich	-	Module - First to Last
a Nhekairo	-	Module - Last to First
Peck	8 <u>-</u> 2	

Tips for Success!

- You can change your preferences at any time in the gradebook. Your preference will not impact anyone else's organization of the assignments.

- Regardless of how you organize the gradebook, it is best practice for you to scroll the entire gradebook to ensure you do not have any missing items to grade!