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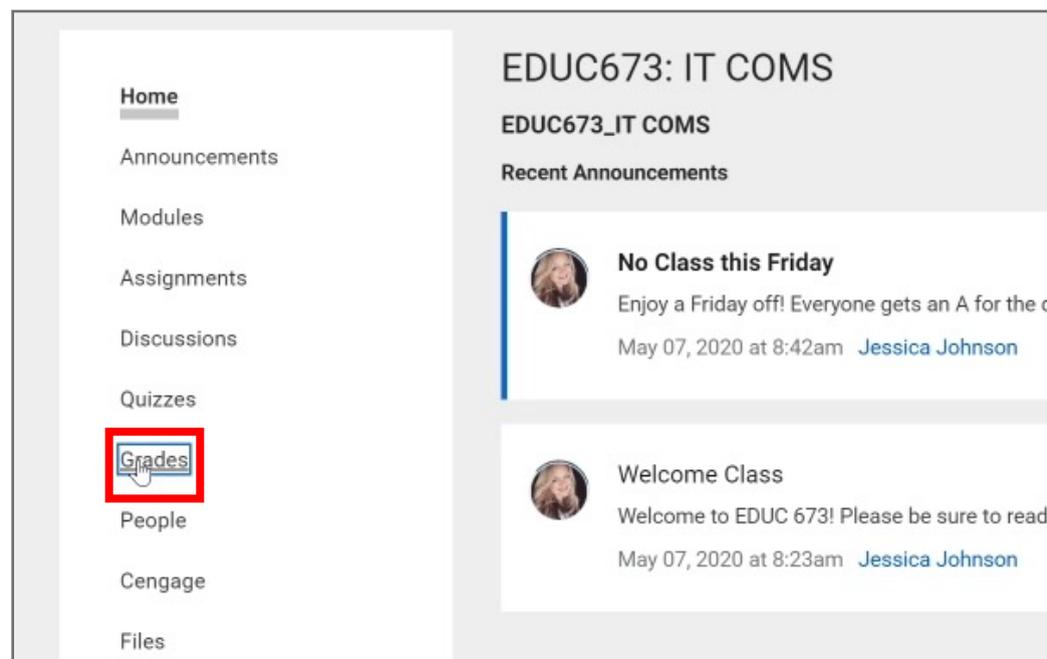
Step 2:   By default, the Gradebook is ordered Modules - First to Last. To change this view, **Click the View** Drop-Down List.

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.
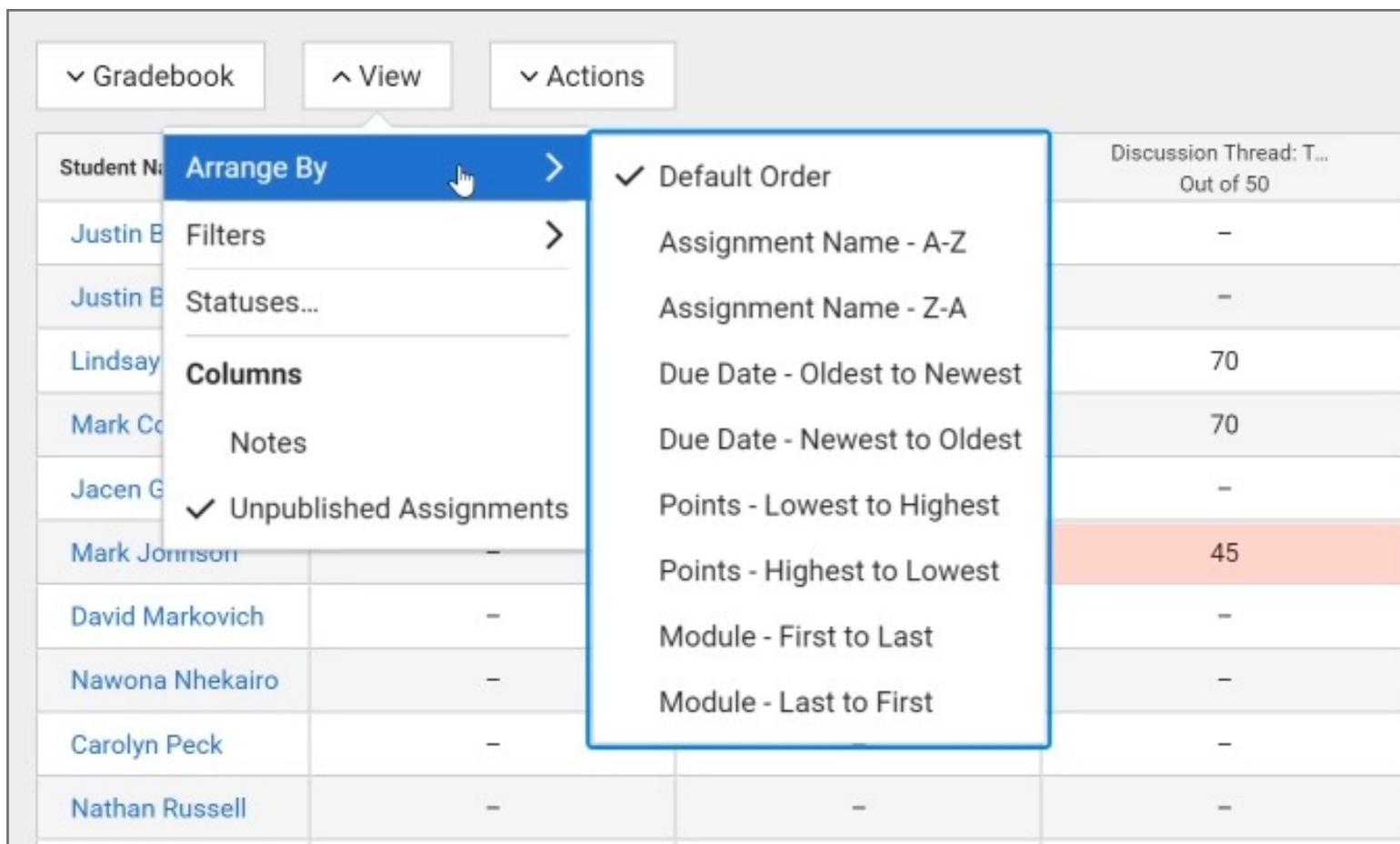
Assignment Name allows you to arrange your gradebook by alphabetical order, Either A to Z or Z to A.
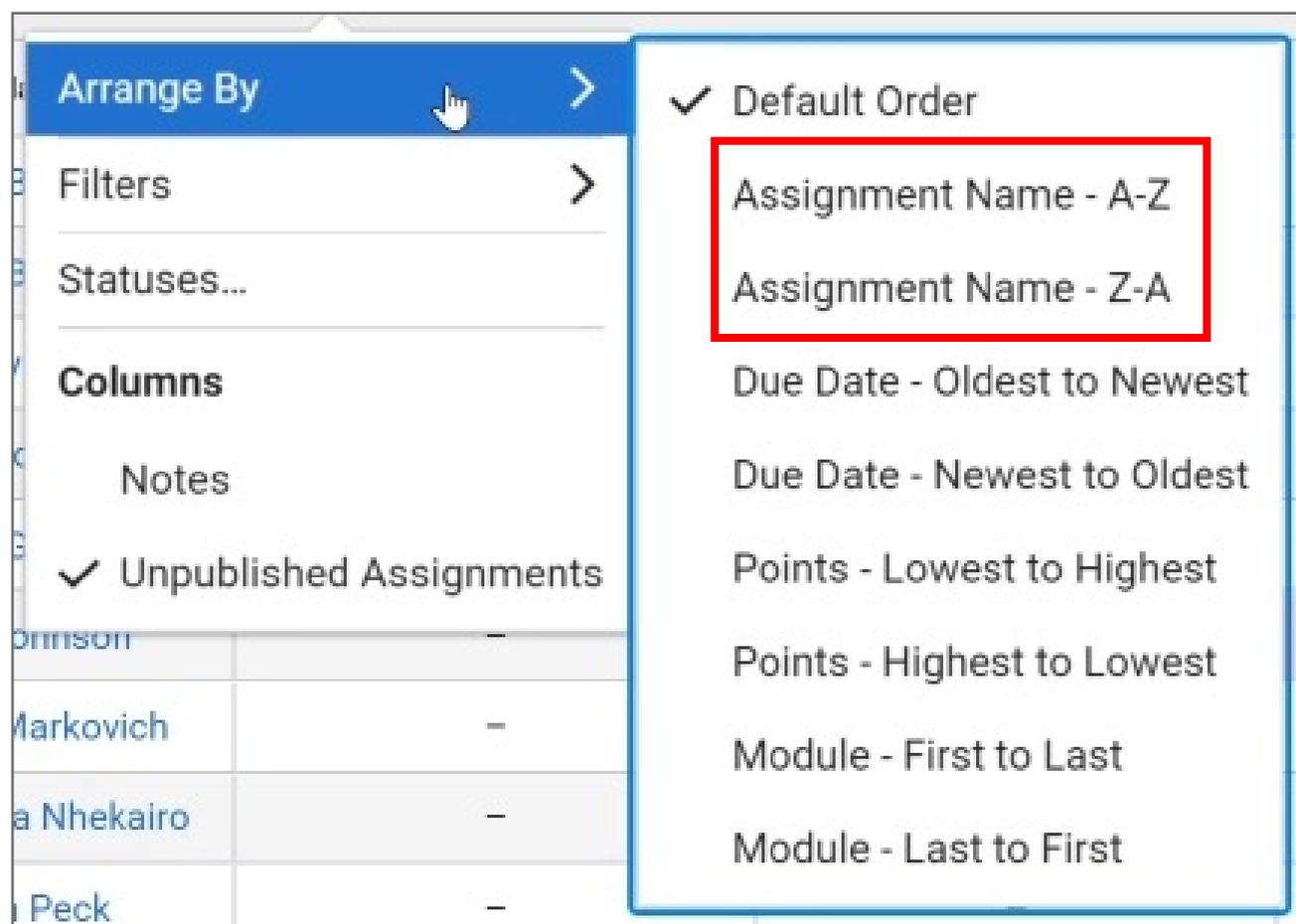
How to Organize Gradebook with Filters (continued)

Due Date allows you to arrange your gradebook by assignment due date, either oldest to newest or newest to oldest.
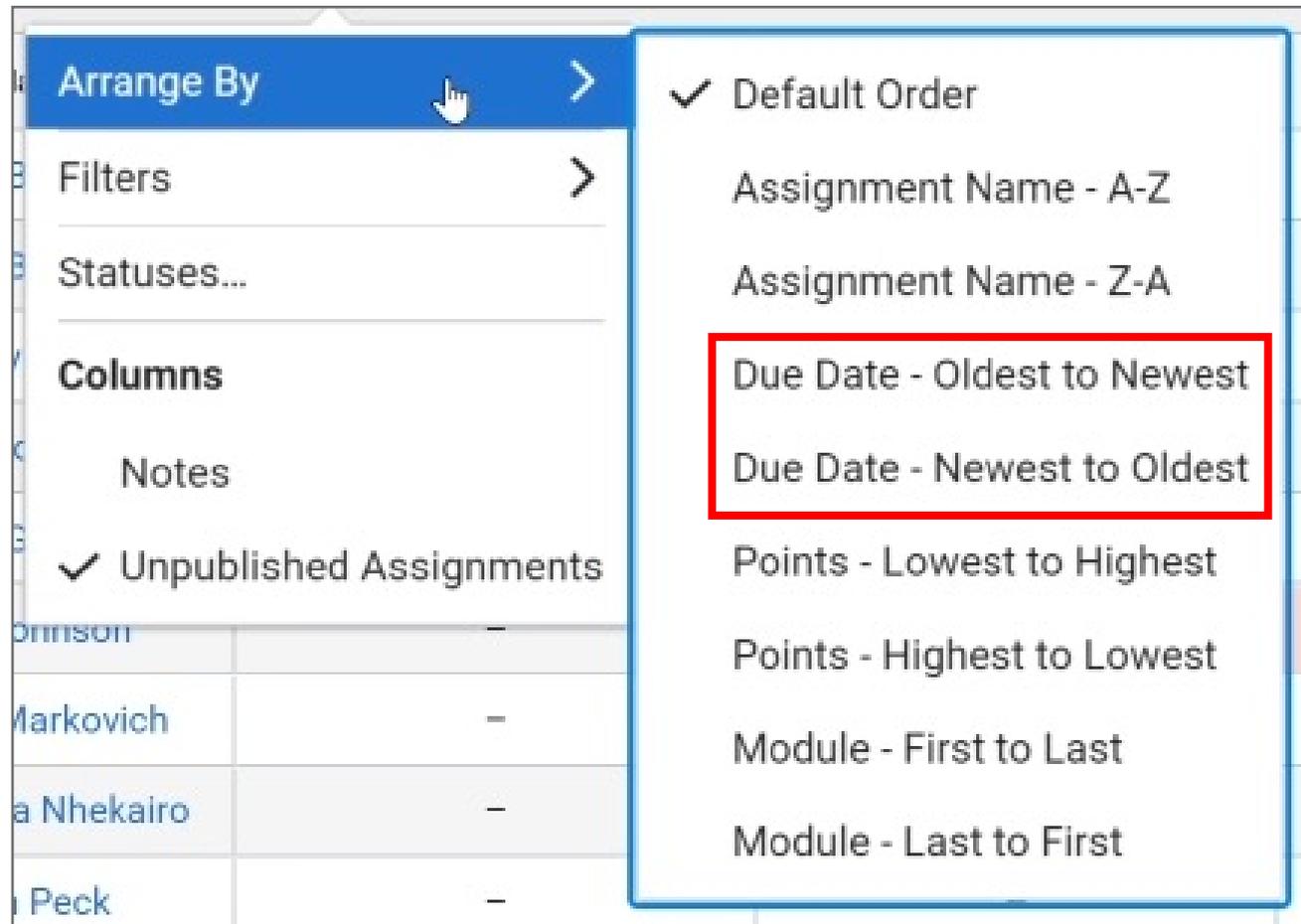
Points allows you to arrange your gradebook by assignment point value, either highest to lowest or lowest to highest.
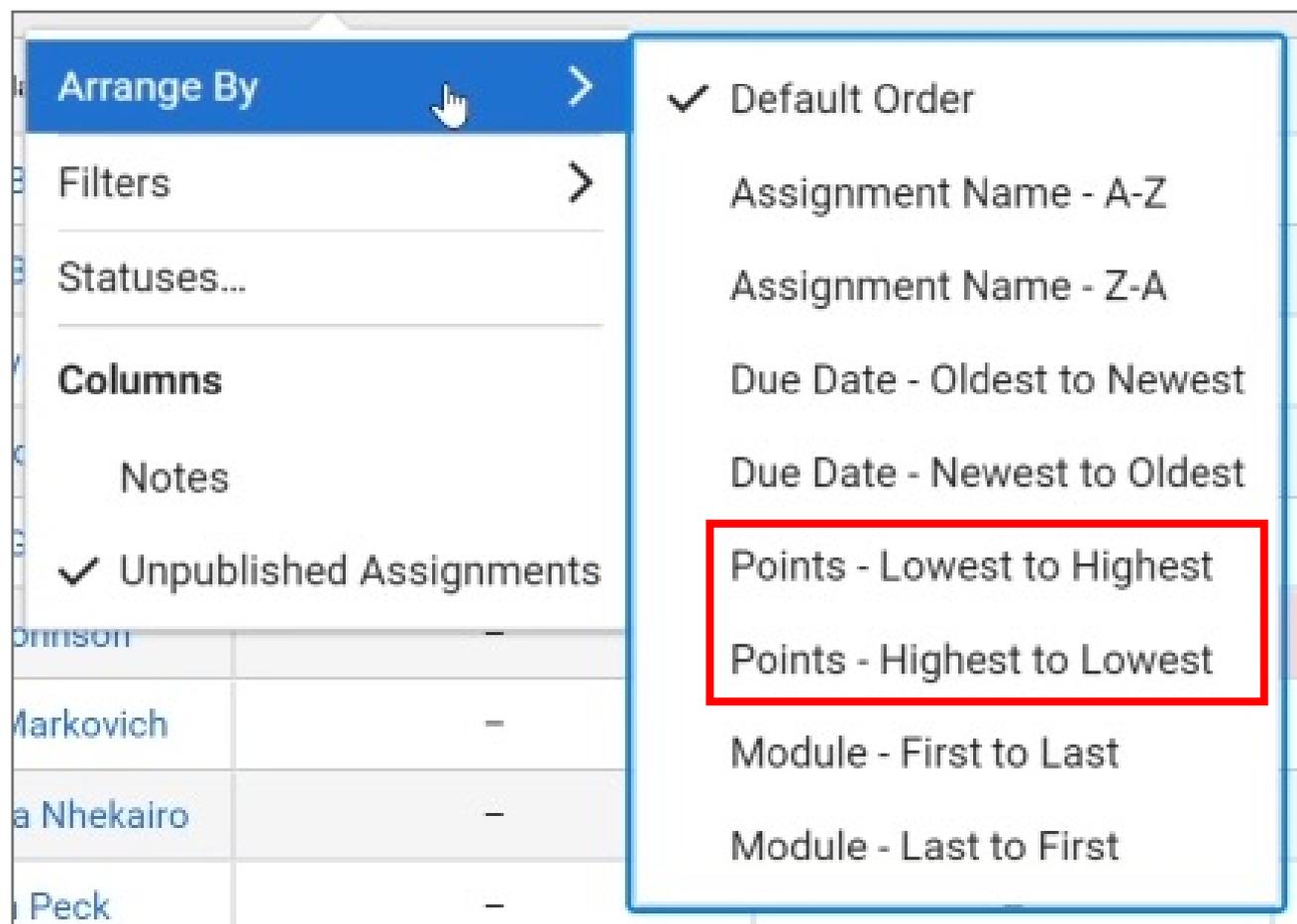
How to Organize Gradebook with Filters (continued)

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.
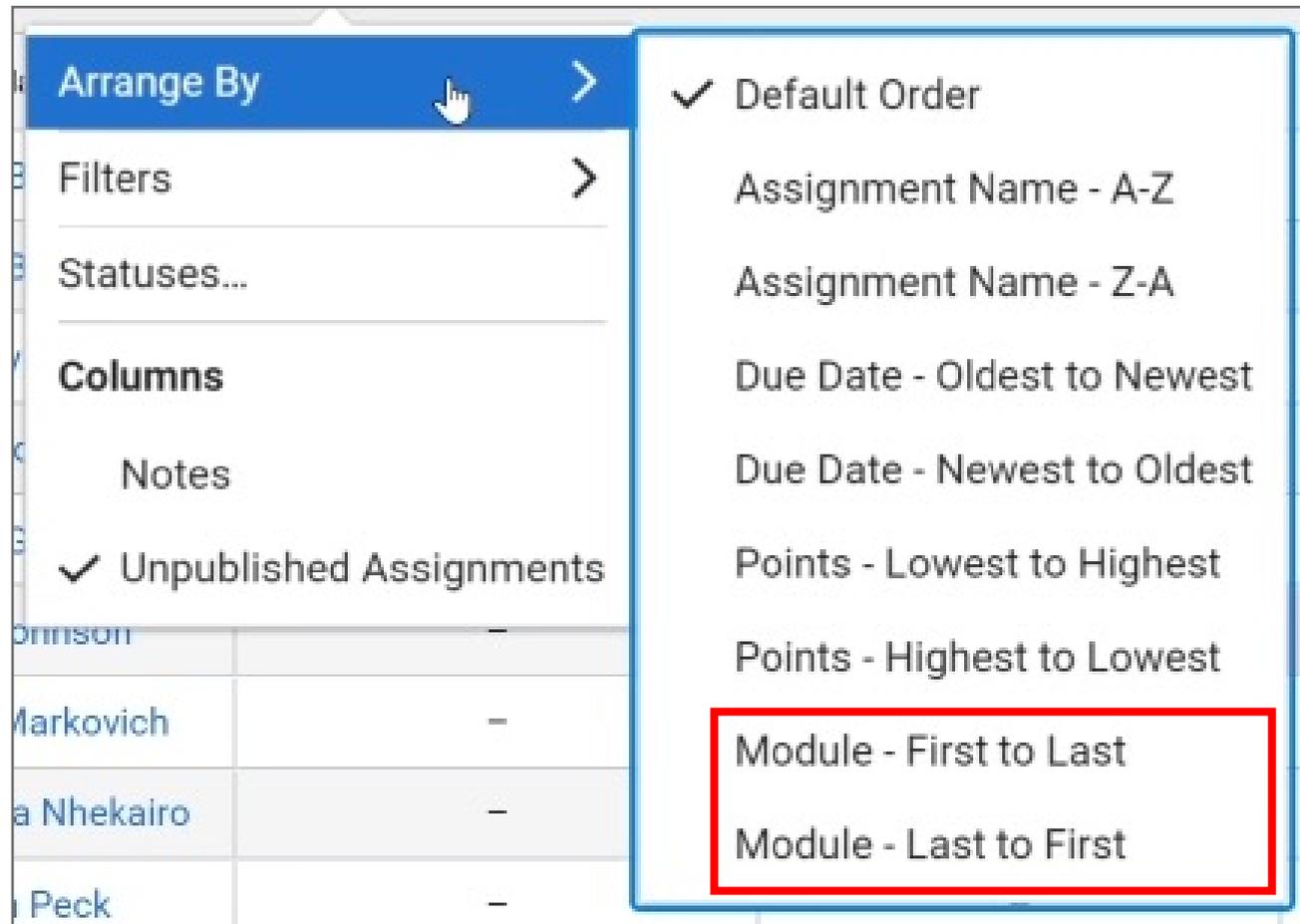
Step 4:   **Select the Filter Option** that best suits your needs.
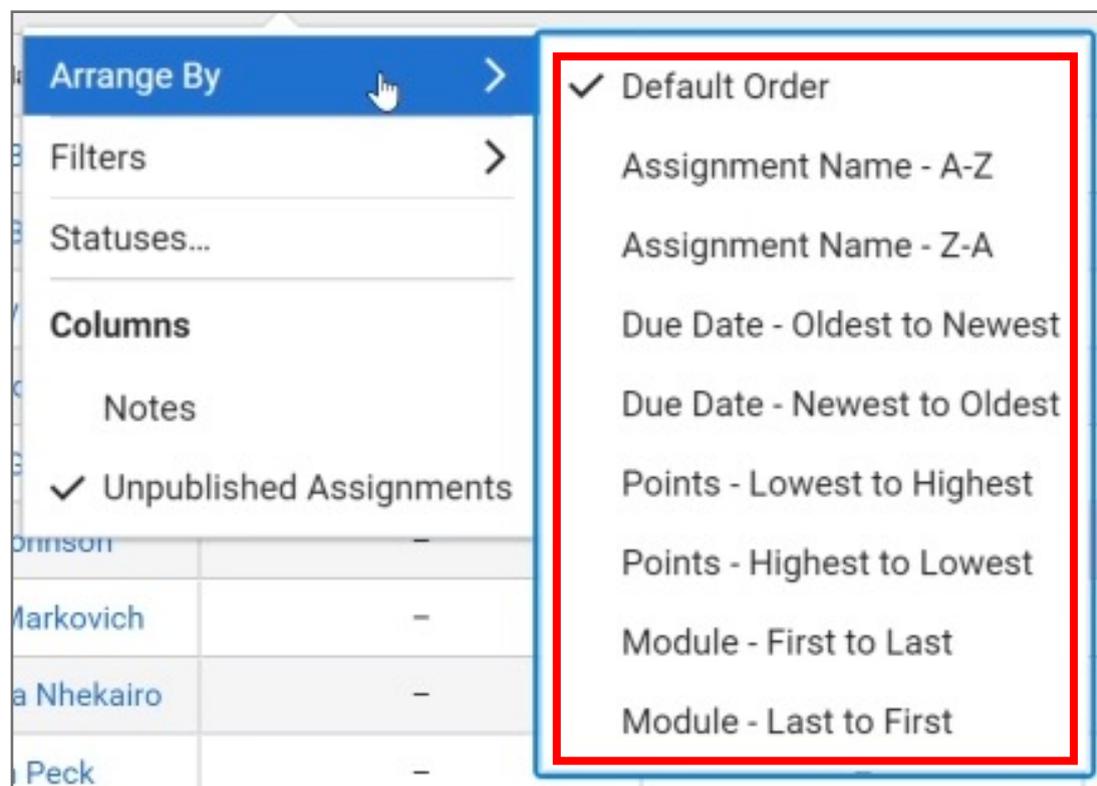
💡 **Tips for Success!**

- 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!