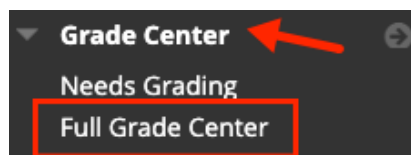


GRADE CENTER FILTERING TOOL

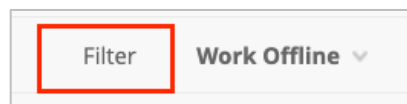
The Filter tool in Grade Center can be used to clean up the view of the columns when assessing student work. You can choose to only view all Assignments, Discussion Board posts, Tests, and several other options. You can also choose to filter the view by submissions that are Completed, In Progress, Needs Grading, and Not Attempted. This tool can be very useful for finding the columns you want with ease.

Instructions

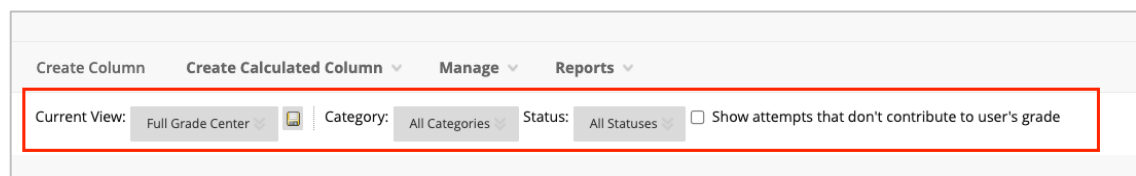
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



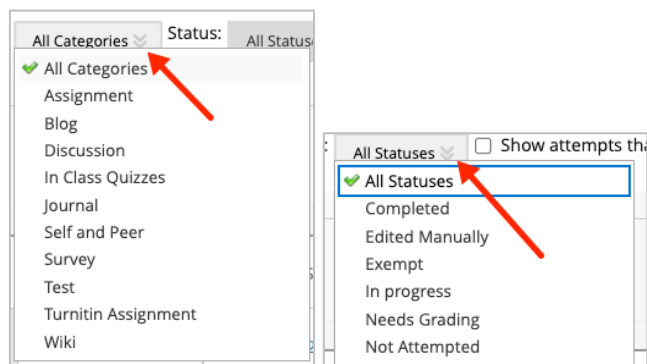
2. Click on the **Filter** button in the toolbar, found on the right side of the screen.



3. You will see a new toolbar menu.



4. You can now sort by Category and Status.



GRADE CENTER FILTERING TOOL



Note:

These are the Categories that have been determined in the Grade Center. See user guide on [Setting up Grade Categories](#).