



arrange-student-order

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There are two steps for arranging the order of students in your classes. First, specify the default order for new students on the [Update Profile](#) page. Then, use the [Arrange Student Order](#) page to arrange current students.

[Settings > Update Profile](#)

Current Password	For added protection of this information, you must type your current password to update data on the Update Profile, even though you have already logged on to TeacherPortal. IMPORTANT: If you have three unsuccessful attempts to access the page (invalid password), you will be logged out of your account. If this occurs, contact your campus administrator to have your account reset. To exit without saving any changes, click Home or any other menu item to go to another page.
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Student Order	Select where you want new students to be listed on the following pages and reports: • Assignment Grades • Cycle Grades • IPR Comments • Print IPR • Assignment Grades Report • Class Roster Report <i>Alpha (default) order</i> - All students are listed in alphabetical order, regardless of the custom sort order established on the Arrange Student Order page. <i>Add new students to the top of the list</i> - Any new students who have enrolled in the course-section since you last saved a custom sort order are displayed at the top of the list. If you have not set up a custom sort order, new students are displayed in alphabetical order. <i>Add new students to the bottom of the list</i> - Any new students who have enrolled in the course-section since you last saved a custom sort order are displayed at the bottom of the list. If you have not set up a custom sort order, new students are displayed in alphabetical order. The setting is the same for all of your classes. This field works in conjunction with Settings > Arrange Student Order and is only available to users who are logged on as teachers. The field is not available to administrative users. IMPORTANT: The setting of the Student Order field is only valid if you have created a custom student order on Settings > Arrange Student Order. If you are not using a custom student order, select <i>Alpha (default) order</i>. NOTE: If you select the option to list new students at the top or bottom of the list, but you have not set up a custom sort order for all course-sections, only classes that have a custom sort order are affected. For all other course-sections, all students are listed in alphabetical order. The Student Order field allows you to toggle between displaying students in alphabetical order and your custom sort order. If you have created a custom sort order, you can temporarily change this field so your students are displayed in alphabetical order. When you change the field again to add new students to the top or bottom of the list, your custom sort order is retained.
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☐ Click **Next**.

If you did not select **Update Hint Questions**, the Success page is displayed.

☐ Click **Finish**.

You are redirected to the Announcements page.

[Settings > Arrange Student Order](#)