



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](#)

This page allows you to determine the order in which your students are listed on the following pages:

- Grades > Assignment Grades
- Grades > Cycle Grades
- Grades > IPR Comments
- Grades > Print IPR
- Reports > Assignment Grades (listed as a sorting option)
- Reports > Class Roster

The order is set by semester. You must re-do the order each semester.

You must be logged on as a teacher to use this page. The page is not displayed for administrative users.

IMPORTANT: Before using this page, you must set a preference for new students in the **Student Order** field on [Settings > Update Profile](#). The field must be set to add students to the top of the list or bottom of the list. Otherwise, the order established on this page is not utilized on the other pages throughout TeacherPortal.

Semester: 1 Course-Section 02 ENVIRONMENT SYS (4216-32) Retrieve

Arrange Student Order

Choose the semester and course section. Then click Retrieve Data. All students in this class appear in the list, including students who have withdrawn or dropped. Drag and drop the students into the desired order. Then enter PIN and click Save Arrangement.

PIN: Save Arrangement

Student List		
1	994254	BALDERRAMA, DANNA P
2	993037	BURFORD-ZAWAHREH, TRACE
3	981173	CADDELL, RILEY D
4	993929	CASTILLO JR, ALAN H
5	994450	CORTEZ, ZAYLEE B
6	981029	DELEON, HUNTER J

For your custom student order to be utilized, you must update the 'Student Order' setting. You may change this setting on the [Update Profile](#) page

Once the **Student Order** is set on [Settings > Update Profile](#):

Student List		
1	992709	VAZQUEZ, CHRISTIAN R
2	993746	VAQUERA, JACOB D
3	993478	SULLIVAN, MICHAEL G
4	981030	RODRIGUEZ, COIT G

New students will be placed at the top of the list. You may change this setting on the [Update Profile](#) page

☐ Specify the course-section:

Semester	The current semester is displayed by default. You can select another semester.
Course-Section	Select the course-section you want to arrange students for.

☐ Click **Retrieve**.

All students in the selected course-section are listed, including withdrawn students.

- If you have not previously arranged students in this course-section, the students are listed in alphabetical order.
- If you have previously arranged the students, the students are listed in the last saved order.
- To the right of the student list, a message indicates your current setting on the [Settings > Update Profile](#) page regarding the placement of new students. A link to the page is provided, allowing you to easily change your setting.

- You can click the student ID to view the [student profile](#).

☐ Rearrange students using drag-and-drop. Click and hold the student ID, and drag the student to the new position.

Student List		
1	994254	BALDERRAMA, DANNA P
2	993037	BURFORD-ZAWAHREH, TRACE
3	981029	DELEON, HUNTER J
4	993929	CASTILLO JR, ALAN H
5	994450	CORTEZ, ZAYLEE B
6	981173	CADDELL, RILEY D
7	991884	DUBOSE, RUBY A
8	993033	DYE, CANDACE R
9	992457	EDWARDS, MALVIN E
10	991798	ENGLISH, ANGEL S

Save changes:

When you are satisfied with the arrangement, you must save your changes.

PIN Type your four-digit personal identification number (PIN).

☐ Click **Save Arrangement**.

If your changes were saved successfully, the page reloads, and a message is displayed indicating that the student list order was saved.