



arrange-student-order-body

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☐ 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 Data**.

All students in the selected course-section are listed, including withdrawn students.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

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.