



# sort\_columns



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The columns can be sorted according to your preferences.

- An up arrow ▲ indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box ▼ is displayed in the column heading.
- To resort the list by another column heading, click ▼ in the column heading. The column is sorted in ascending order, as indicated by ▲ in the column heading.
- To sort the column in descending order, click ▼ again. The sort arrow changes direction ▼.

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

**NOTE:** Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)