



**arrange-student-order-body**



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☐ Specify the course-section:

<b>Semester</b>	The current semester is displayed by default. You can select another semester.
<b>Course-Section</b>	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All students in the selected course-section are listed, including withdrawn students.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	<a href="#">994254</a>	BALDERRAMA, DANNA P
2	<a href="#">993037</a>	BURFORD-ZAWAHREH, TRACE
3	<a href="#">981029</a>	DELEON, HUNTER J
4	<a href="#">993929</a>	CASTILLO JR, ALAN H
5	<a href="#">994450</a>	CORTEZ, ZAYLEE B
6	<a href="#">981173</a>	CADDELL, RILEY D
7	<a href="#">993884</a>	DUBOSE, RUBY A
8	<a href="#">993033</a>	DYE, CANDACE R
9	<a href="#">992457</a>	EDWARDS, MALVIN E
10	<a href="#">991798</a>	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.



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