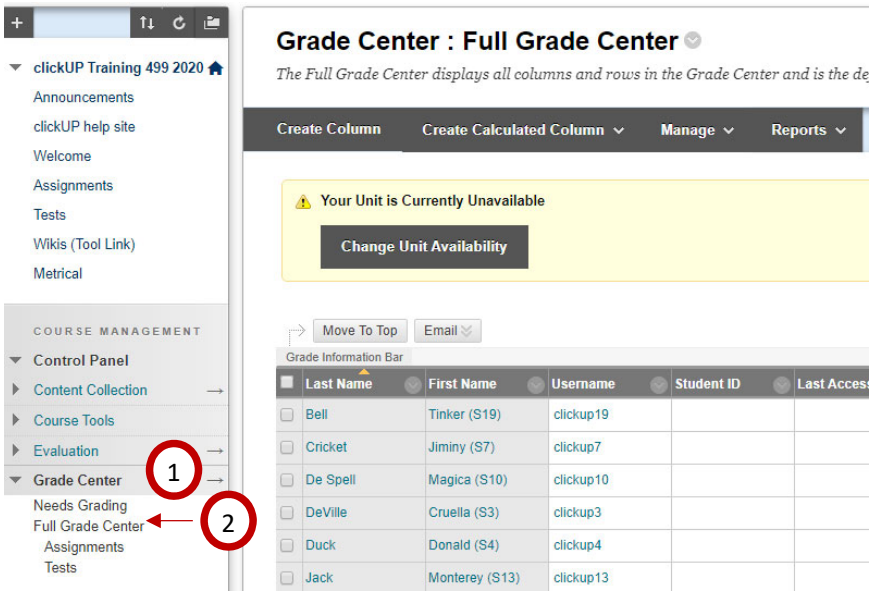
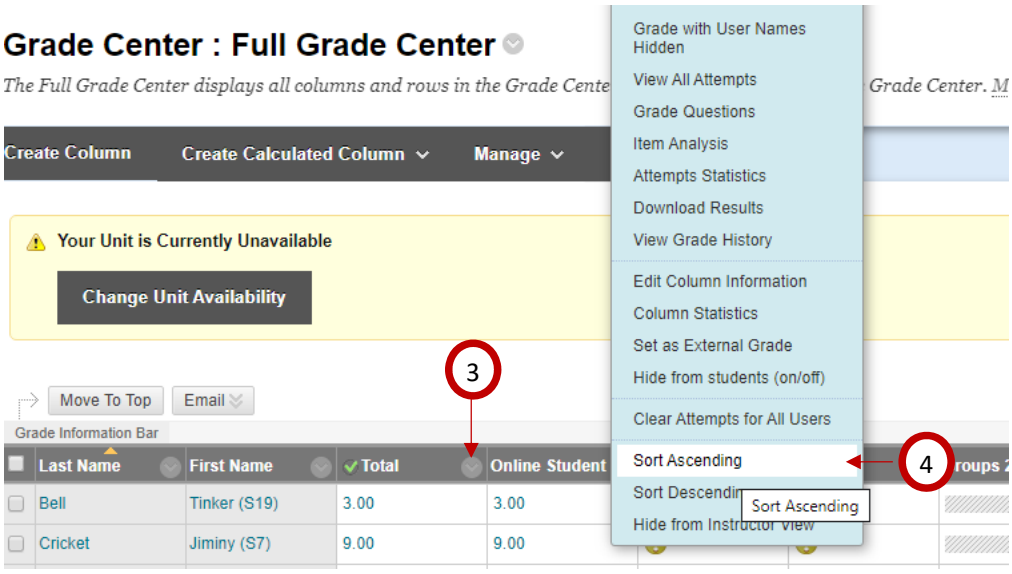
Sort Grade Center columns

It is often useful to sort students by the marks obtained, their last access or their username to enhance searching.

1. Access the **Grade Center** under Course Management.
2. Select **Full Grade Center**



3. Click on the menu icon next to the Column name you want to sort.
4. On the menu that appear, select **Sort Ascending** or **Sort Descending**.