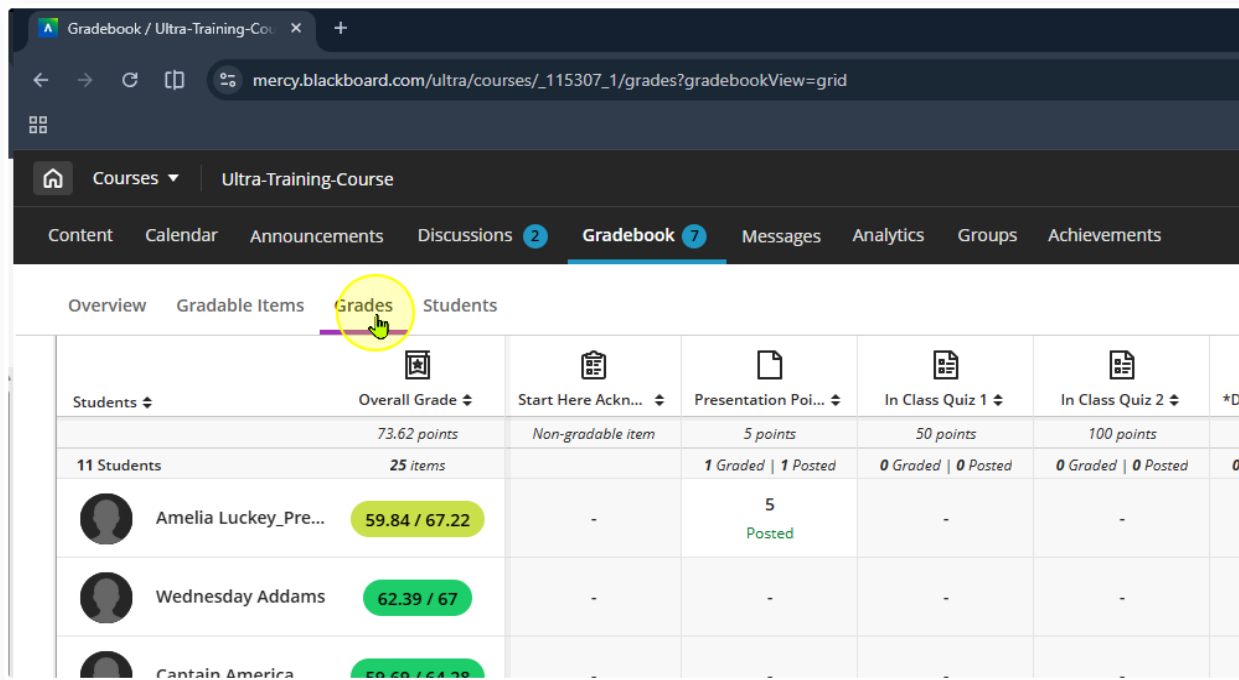
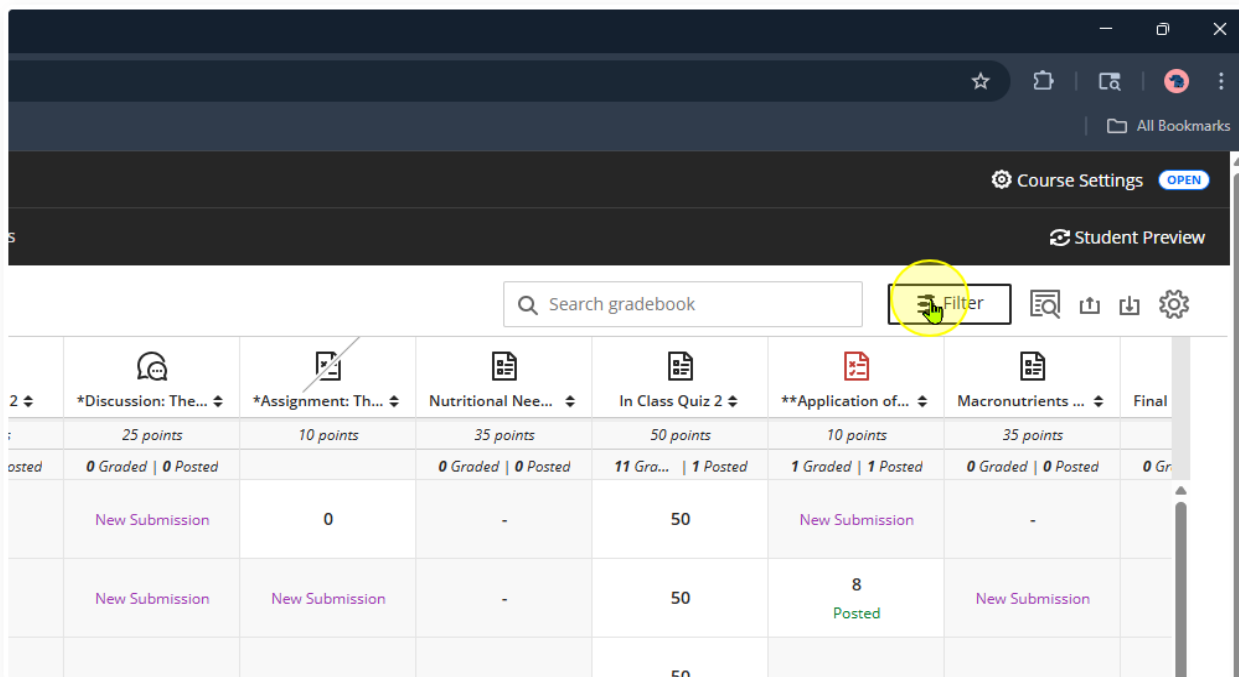


# Filtering Items in your Gradebook

1 Click "Grades" tab in the Gradebook



2 Click on "Filter"



3 Click in any of the boxes and apply exactly what you are looking for.

You can filter by student name, groups, item name, item type, and category.

You can select one at a time or multiple at a time.

The 'Filters' sidebar includes the following sections:

- Students:** Search by first name or last name
- Groups:** Search by group
- Gradable Items:** Search gradebook
- Assessment Type:**
  - Formative
  - Summative
- Categories:**
  - No Category
  - Assignment
  - Attendance
  - Discussion
  - Exam
  - Form
  - Homework
  - In Class Work
  - Journal

4 When done click apply!

The 'Categories' section of the filter sidebar is shown with the following options:

- No Category
- Assignment
- Attendance
- Discussion
- Exam
- Form
- Homework
- In Class Work
- Journal
- Midterm Exam
- Participation
- Presentation
- Quiz
- Test

At the bottom of the sidebar, there are two buttons: 'Cancel' and 'Apply'. The 'Apply' button is highlighted with a yellow circle and a mouse cursor.