

How do I create and manage filters in the Gradebook?

You can create and apply specific gradebook filters that may be used once or saved for future use.

<https://embed.app.guidde.com/playbooks/86kqbHGQH3AXhUactiXXTH>

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Open Grades

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In Course Navigation, click the **Grades** link.

Open Filters

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To view or manage gradebook filters, click the **Apply Filters** button.

Open Filter Presets

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Click the **Create & Manager Filter Presets** link.

Create New Filter

Create New Filter

To create a new filter, click the **Create Filter Preset** expand arrow icon.

Add Filter Details

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To save the filter for future use, enter a filter name in the **Filter preset name** field [1].

To add a filter type, click a filter type drop-down menu [2].

Depending on how your course is setup, you can filter gradebook content by assignment groups, grading periods, modules, sections, student groups, submissions, start dates, and end dates.

Select Filter Type

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You can select a specific filter type in which to filter gradebook content. The filter type field format and listed options vary depending on the selected filter type.

View Sections Filter

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If you selected the **Sections** filter type [1], course sections display in the **Sections** drop-down menu [2].

To view content for a specific section, click the section name [3].

View Assignment Group Filter

View Assignment Group Filter

If you selected the **Assignment Group** filter type [1], course assignment groups display in the **Assignment Groups** drop-down menu [2].

To view content for a specific assignment group, click the assignment group name [3].

View Module Filter

View Module Filter

If you selected the **Module** filter type [1], course modules display in the **Modules** drop-down menu [2].

To view content for a specific module, click the module name [3].

View Student Groups Filter

View Student Groups Filter

If you selected the **Student Group** filter type [1], course student groups display in the **Student Groups** drop-down menu [2].

To view content for a specific student group, click the student group name [3].

Note: If your course does not include student groups, the Student Groups option is not displayed.

View Grading Periods

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If you selected the **Grading Periods** filter type [1], you can view all grading periods [2] or a specific grading period [3].

View Submissions Filter

View Submissions Filter

If you selected the **Submissions** filter type [1], you can select a specific submission type [2].

View Start and End Date Filter

Select Start Date Condition

If you selected the **Start Date** or **End Date** filter type [1], you can view assignments with a start date or end date on or after a specific date.

To view assignments with a start or end date on or after a specific date, add the date in the **Date** field [2].

Save Filter Preset

Save Filter Preset

To save the filter preset, click the **Save Filter Preset** button [1].

To clear the filter presets, click the **Clear** button [2].

View Filter Preset

View Filter Preset

In the Apply Filters menu, view the saved filter preset.

Manage Gradebook Filters

Manage Gradebook Filters

In the Saved Filters Preset sidebar, existing filters display.

To rename a filter, enter a new name in the **Filter preset name** field [1].

To manage a filter preset's filter type, click a **Filter Type** drop-down menu [2].

To delete the filter, click the **Delete Preset** button [3].

To create a new filter, click the **Create Filter Preset** expand arrow icon [4].

View Applied Filters

View Applied Filters

View the filtered gradebook content [1].

Applied filter names display in the **Applied Filters** section [2].

To remove a filter, click the **filter option** drop-down menu [3] and click the **Remove Filter** option [4].

To remove all filters, click the **Clear All Filters** link [5].

To view gradebook settings, click the **Settings** icon [6].

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