

How do I sort the student list in SpeedGrader?

By default, the SpeedGrader [student list](#) arranges student names alphabetically by last name. For easier grading, you can sort the student list by student name (alphabetically), submission date, or by submission status. You can also view the students in random order and view the students within a submission status in random order.

Open SpeedGrader

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Open SpeedGrader from any assignment, graded discussion, or quiz.

Open SpeedGrader Options

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To open SpeedGrader options, click the **Settings** icon [1]. In the settings drop-down menu, click the **Options** link [2].

Sort Student List

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To open the sorting options for the student list, click the **Sort student list** drop-down menu.

Select Sorting Option

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Select the sorting option you prefer for the student list.

You can choose to sort by student name (alphabetically), the date they submitted the assignment, by submission status (needs grading, not submitted, etc.). You can also randomize the order of students or randomize students within a submission status.

Save Settings

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To set the SpeedGrader Options, click the **Save Settings** button.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-sort-the-student-list-in-SpeedGrader/ta-p/773>]

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