

How do I view the Split Student Names column in the Gradebook?

If enabled by your institution, the Gradebook View menu in individual courses displays the Split Student Names option, which displays student names as last name first.

If a user has a preferred name that is different from their legal name, the legal name is displayed.

When student names are split, the Last Name column can still be sorted by type and order and supports secondary information.

Split names are respected and displayed in the Gradebook CSV export.

Open Grades

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

Split Student Names

[Split Student Names](#)

Click the **Settings** icon [1].

To separate the names, click the **View Options** tab [2] and click the **Split Student Names** checkbox [3]. Click the **Apply Settings** button [4].

View Split Student Names

View Unpublished Assignment

View the separated last and first student names.

Combine Separated Names

[Combine Separated Names](#)

Click the **Settings** icon [1].

To combine the separated columns, click the **View Options** tab [2] and deselect the **Split Student Names** checkbox [3]. Click the **Apply Settings** button [4].

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-the-Split-Student-Names-column-in-the-Gradebook/ta-p/506045>]

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