

# Oncourse: Assignments 2, Reordering Assignments

Assignments can be sorted by title, open date, due date, or a custom, instructor-specified order.

## Sorting Assignment List

It is a simple task to temporarily sort the assignment list by Title, Open Date, or Due Date

When the **Assignments 2** tool is opened the assignments appear sorted by **Student View**. By default this is the order in which the assignments were created.

1. In the list of tools on the left, **Click Assignments 2**.




Sorted by: [Title](#) | [Open Date](#) | [Due Date](#) | [Student View](#) 

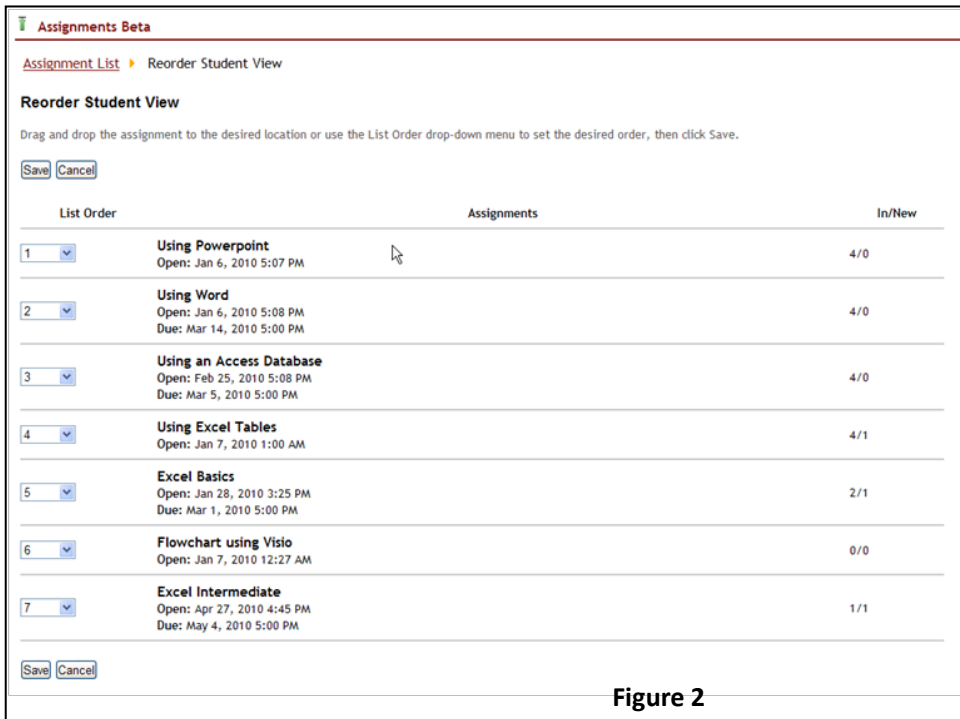
Figure 1

2. **Click Title, Open Date, and Due Date** to temporarily sort the assignments list.
3. Reverse the sort order, **Click on sort field** where  indicates ascending and  descending, as shown in **Figure 1**.  
*Note: This is a temporary sorting that affects only the current view of the assignments list; it does not stay saved between refresh sessions; nor does it affect the order in which student views the assignment list.*

## Setting the Student View of Assignments

The order that assignments appear in when anyone opens Assignment 2 can be changed by Instructors. Unlike sorting by Title, Open Date or Due Date, changes to the order of Student View are saved and affect the default sort order for anyone accessing the tool.

1. **Click Reorder Student View** from the above sort menu.



List Order	Assignments	In/New
1	<b>Using Powerpoint</b> Open: Jan 6, 2010 5:07 PM	4/0
2	<b>Using Word</b> Open: Jan 6, 2010 5:08 PM Due: Mar 14, 2010 5:00 PM	4/0
3	<b>Using an Access Database</b> Open: Feb 25, 2010 5:08 PM Due: Mar 5, 2010 5:00 PM	4/0
4	<b>Using Excel Tables</b> Open: Jan 7, 2010 1:00 AM	4/1
5	<b>Excel Basics</b> Open: Jan 28, 2010 3:25 PM Due: Mar 1, 2010 5:00 PM	2/1
6	<b>Flowchart using Visio</b> Open: Jan 7, 2010 12:27 AM	0/0
7	<b>Excel Intermediate</b> Open: Apr 27, 2010 4:45 PM Due: May 4, 2010 5:00 PM	1/1

Figure 2

2. **Move mouse over the assignment** you wish to move.  
*Note: In Internet Explorer and Firefox, the cursor will look like a cross-bar if located over the assignment name.*
3. **Drag and drop selected item** to desired position by dragging the mouse.  
*Note: The order will only change when you release the mouse button.*
4. **Repeat to change the position of other assignments.**

You can also change the order of an item by using the **List Order** options that appear before each assignment.

5. Next to the assignment you want change, **Click the List Order** drop-down.
6. **Select the appropriate number.**  
This automatically moves that file to the selected position.
7. To save the order of **Student View**, **Click Save**.