

# Filtering Assignments






Filtering options within the Assignment Manager in Course Site allow Instructors and TAs to easily sort on different criteria while grading. This feature is especially useful in large-lecture courses where there are usually multiple graders.

Access the assignment. In this example, it is 'Week 1 Problem Set.'

---

## Week 1

Lecture Notes, Problem Set, and Problem Solutions

-  [TII Test](#)
-  [Lecture Notes - Monday Night class](#)
-  [Week 1 Problem Set](#)
-  [Lecture Notes - Wednesday Class](#)
-  [Problem Set 1 Solutions](#)

Not available (hidden) unless any of:

- All of:
  - You belong to **Monday Section**
  - It is on or after **November 20, 2014**
- All of:
  - You belong to **Wednesday Section**
  - It is on or after **November 22, 2014**

 [Ilena Sample](#)

Click the 'View/grade all submission' button.

## Week 1 Problem Set

Please submit answers to the following problem set, including all intermediate calculations and equations.

### Grading summary

Participants	4
Submitted	1
Needs grading	0
Due date	Thursday, November 20, 2014, 12:00 AM
Time remaining	Assignment is due

[View/grade all submissions](#)

### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Thursday, November 20, 2014, 12:00 AM
Time remaining	Assignment is overdue by: 18 days 15 hours

At this point, you have the choice to sort in many different ways. Scroll down to the 'Options' section.

You can filter on submission status:

Options

Assignments per page 50

Filter  No filter  
 Not submitted  
 Submitted  
 Requires grading

Grader filter

Workflow filter No filter

Quick grading

Show only active enrollments

By Grader:

Options

Assignments per page 50

Filter No filter

Grader filter  No filter  
 No grader  
 EXCBE2 Slipp  
 Margaret Petrovich  
 Kelly Decker  
 Margaret Kane  
 Ilena Key  
 IT Team  
 Roberta Deily  
 Jason Slipp

Workflow filter

Quick grading

Show only active enrollments

Graders are set in the submission inbox above. Any user with a Teacher or TA role can be set as a grader.

Separate groups: All participants

Select	User picture	First name / Last name	Email address	Status	Grader	Grade	Edit	Last mod (sub)
<input type="checkbox"/>		Robert Siegfried	rrs207@lehigh.edu	No submission Not graded	Choose... EXCBE2 Slipp Margaret Petrovich Kelly Decker Margaret Kane Ilena Key IT Team Roberta Deily Jason Slipp	/ 100.00	Edit	-
<input type="checkbox"/>		William Hark	wjh204@lehigh.edu	No submission Not graded		-	Edit	-
<input type="checkbox"/>		Moodle Student	coursesitestu3@gmail.com	No submission Not graded	EXCBE2 Slipp	/ 100.00	Edit	-
<input type="checkbox"/>		Distance Ed Tech Support	indetech@lehigh.edu	Submitted for grading Not graded	Jason Slipp	95.00 / 100.00	Edit	Thur: Nove 2014 PM

If you would like to assign a grader to multiple students, you can use the 'Select' checkbox and the 'With Selected...' drop down.

Select	User picture	First name / Last name	Email address	Status	Grader	Grade	Edit
<input checked="" type="checkbox"/>		Robert Siegfried	rrs207@lehigh.edu	No submission Not graded	EXCBE2 Slipp	/ 100.00	Edit
<input type="checkbox"/>		William Hark	wjh204@lehigh.edu	No submission Not graded	Choose...	-	Edit
<input checked="" type="checkbox"/>		Moodle Student	coursesitestu3@gmail.com	No submission Not graded	EXCBE2 Slipp	/ 100.00	Edit
<input type="checkbox"/>		Distance Ed Tech Support	indetech@lehigh.edu	Submitted for grading Not graded	Jason Slipp	95.00 / 100.00	Edit

Notify students: Yes

Save all quick grading changes

Options

With selected...

- Lock submissions
- Unlock submissions
- Grant extension
- Send feedback files
- Set grading workflow state
- Set allocated grader

Go

Assignments per page: 50

Finally, if you are using the 'Workflow' activity, you can sort by status.

## Options

Assignments per page

Filter

Grader filter

Workflow filter

Quick grading

Show only active enrollments

- ✓ No filter
- Not graded
- In grading
- Grading completed
- In review
- Ready for release
- Released

If you are using Groups in your course you can also use the 'Separate groups' drop down to filter users who are in a certain group. Documentation on setting up and using groups can be found [here](#).

## Week 1 Problem Set

Grading action

Separate group

- ✓ All participants
- Grader Group
- Ilena's Section
- Monday Section
- Wednesday Section

Select	User picture	Name	Email address	Status	Grader	Grade	Edit	Last mod (sub)
<input checked="" type="checkbox"/>		Robert Siegfried	rrs207@lehigh.edu	No submission Not graded	EXCBE2 Slipp	<input type="text"/>	Edit	-
<input type="checkbox"/>		William Hark	wjh204@lehigh.edu	No submission Not graded	Choose...	-	Edit	-
<input checked="" type="checkbox"/>		Moodle Student	coursesitestu3@gmail.com	No submission Not graded	EXCBE2 Slipp	<input type="text"/>	Edit	-