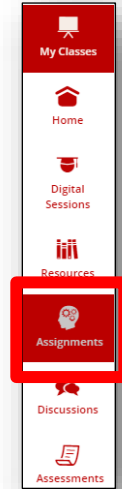


Viewing, Filtering and Sorting Assignments





These directions will explain features of the assignments page for students.

Viewing Assignments

1. After logging in to CTL S select **Assignments** from the left navigation bar.



2. You will see all your assignments for all your classes on this page. They are color coded as shown below.

			
Ready to Score	In Progress	Assigned	Finished
Student has completed and successfully submitted the assignment to the teacher.	Student has started the assignment but has not submitted it to the teacher.	Teacher has assigned the assignment but student has not started it.	Assignment has been submitted by student and graded by teacher.

Viewing, Filtering and Sorting Assignments

3. You will also see icons indicating if the assignment is **Available**, **Overdue** or **Late Allowed**.

Available	Overdue	Late Allowed
Assignment is available for students to complete.	Assignment due date has passed and the assignment is no longer available to students.	Assignment due date has passed but the assignment is still available to students for completion and submission to teacher.

4. The **status of the due date** is indicated by the same colors in the box labeled Due Date.

Available	Overdue	Late Allowed

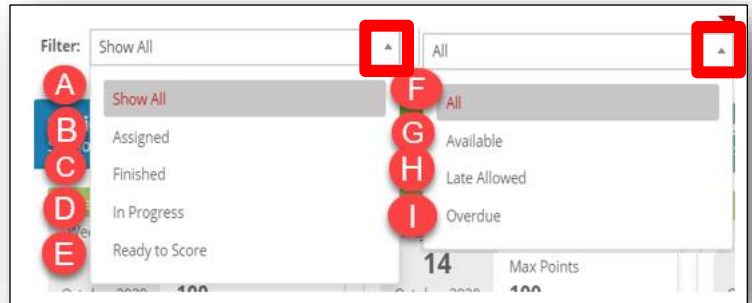
Filter: Show All
All
Refresh Assignments
Sort By: Status

<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;">Session 1 Day 1</div> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px; font-size: 8px;">Session 1</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Start Date Wednesday 14 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Status Ready to Score</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Max Points 100</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Due Date Thursday 19 November 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">My Score -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Percent Score -</div>	<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;">Session 1 Day 2</div> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px; font-size: 8px;">Session 1</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Start Date Wednesday 14 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Status In Progress</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Max Points 100</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Due Date Thursday 19 November 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">My Score -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Percent Score -</div>	<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;">Session 1 Day 3</div> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px; font-size: 8px;">Session 1</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Start Date Tuesday 13 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Status Finished</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Max Points -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Due Date Thursday 29 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">My Score 30</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Percent Score -</div>	<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;">Session 3 Day 1</div> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px; font-size: 8px;">Session 3</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Start Date Wednesday 14 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Status Assigned</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Max Points -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Due Date Friday 20 November 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">My Score -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Percent Score -</div>	<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;">Session 1 Day 4</div> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px; font-size: 8px;">Session 1</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Start Date Wednesday 14 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Status Assigned</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Max Points 100</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Due Date Thursday 15 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">My Score -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Percent Score -</div>
<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;">Session 1 Day 5</div> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px; font-size: 8px;">Session 1</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Start Date Wednesday 14 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Status Assigned</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Max Points -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Due Date Thursday 15 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">My Score -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Percent Score -</div>	<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;">Session 2 Day 1</div> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px; font-size: 8px;">Session 2</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Start Date Wednesday 14 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Status Assigned</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Max Points 100</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Due Date Thursday 15 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">My Score -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Percent Score -</div>	<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;">Session 2 Day 4</div> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px; font-size: 8px;">Session 2</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Start Date Wednesday 14 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Status Assigned</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Max Points 100</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Due Date Friday 20 November 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">My Score -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Percent Score -</div>	<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;">Session 2 Day 2</div> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px; font-size: 8px;">Session 2</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Start Date Wednesday 14 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Status Assigned</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Max Points -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Due Date Friday 20 November 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">My Score -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Percent Score -</div>	<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px;">Session 2 Day 3</div> <div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px; font-size: 8px;">Session 2</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Start Date Wednesday 14 October 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Status Assigned</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Max Points 100</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Due Date Friday 20 November 2020</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">My Score -</div> <div style="background-color: #e57373; padding: 5px; border-radius: 5px; font-size: 8px;">Percent Score -</div>

Viewing, Filtering and Sorting Assignments

Filtering and Sorting Assignments

- At the top left of the Assignments page click on the caret beside **Filter** to open the drop-down box. Here you will have the options to filter by:
 - Show All
 - Assigned
 - Finished
 - In Progress
 - Ready to Score
 - All
 - Available
 - Late Allowed
 - Overdue



- At the top right of the Assignments page click on the caret beside **Sort** to open a drop-down box. Here will have the options to sort by:
 - Name
 - Session
 - Start Date
 - Due Date

