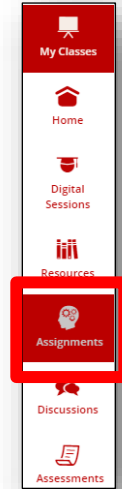# Viewing, Filtering and Sorting Assignments

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

Viewing Assignments

1. After logging in to CTLS 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.	Teaacher 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 labled Due Date.

Due Date	Due Date	Due Date
Available	**Overdue**	**Late Allowed**

Viewing, Filtering and Sorting Assignments

Filtering and Sorting Assignments

1. 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:
   A. Show All
   B. Assigned
   C. Finished
   D. In Progress
   E. Ready to Score
   F. All
   G. Available
   H. Late Allowed
   I. Overdue
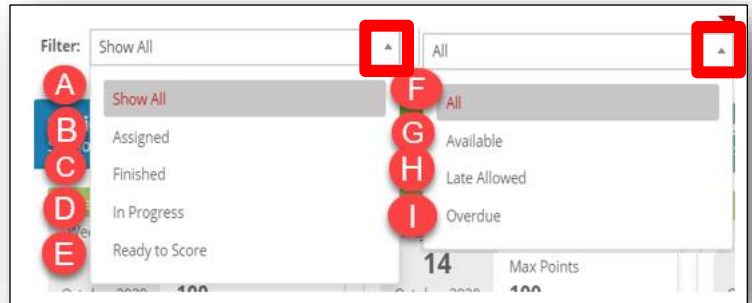
2. At the top right of the Assignments page click on the caret beside **Sort** to open a drop-down box. Here will have the options to sort by:
   A. Name
   B. Session
   C. Start Date
   D. Due Date