

# How to sort students in moodle grade

We can sort students by their first name, last name and assigned grades by clicking a heading on grade report chart.

1. Sorting by names: By default, students are sorted out by their first names. Click 'Last name' above the students' name, and they'll be sorted by their last name. Click it one more time, and it'll be changed from descending to ascending or vice versa.

Click 'First name', and they'll be sorted again by the first names.

2. Sorting by grades: Click the arrow next to grade items, it'll be sorted by students' grades either in a descending or ascending order.

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