Custom Sort and Hide Assignment

Purpose:

You can now hide assignments from the main assignments screen for each class, or from inside of a custom created group. You can also now sort your assignments in groups by custom order.

Overview:

1. Login to CTLS and select a class to view your assignments.
2. Open a group with assignments already in it.
3. Each assignment can be hidden by clicking the eye icon on the bottom right of the assignment.
4. To view all hidden assignments, click the Show Hidden box on the assignments home screen.
5. Restore hidden assessments by clicking the Restore Assignment button.
Custom Sort and Hide Assignment

Navigation | Custom Sort Assignments in Groups

1. From the Assignment Groups screen, select sort by in the top right.
2. Select Custom to be able to drag/drop the assignment in order.
3. Additional sort options include sorting by:
   a. Status
   b. Name
   c. Session
   d. Start Date
   e. Due Date