

## Using Filters and Columns Sorts

The **Class** page for each of your classes contains a **Task Table**. The **Task Table** displays the name and other information for all the tasks that have been added to the class. When you clone a class from a pre-built course, there can be 200-300 or more tasks in the **Task Table**. To manage this, you will need to know how to use filters and sorting capabilities. It's easy. Here's how.

1. The column headings of the **Task Table** can be tapped to sort the tasks according to that column. Tasks can instantly be viewed by Task Name in alphabetical or reverse-alphabetical order. Tasks can be sorted according to Task Type (MOPs, Concept Builders, etc.) and Category or Topic. Tasks can also be sorted by Due Date.
2. The **Task Type** and **Task Category** (Topic) filters located above the **Task Table**. These can be used to display only those tasks that meet the Filter requirements. When it is time for your Newton's Laws unit, filter your **Task Table** using the Newton's Laws Category filter. Only Newton's Laws assignments will display. The **Task Category** and **Task Type** filters are saved as a cookie on the local machine for that browser. So next time you visit your **Class** page, we will filter according to what you had previously selected for that class.

**Tasks**  
Here are the tasks you have added to this class.

[Add Tasks](#)
[CalcPad Problem Library](#)
[Update Selected Task Dates](#)
[Mass Clone Selected Tasks](#)

Filter By Category: (Select Category To Filter) 
 Filter By Task Type: (Select Task Type To Filter) 
[Clear Filters](#)

1 Sorts
2 Filters
3 Select multiple tasks; then mass update their visible by date, due date, last submittable by date. Handy!

<input type="checkbox"/> Select All	Scoring	Name	Task Type	Categories	Visible Date	Due Date	Completed
<input type="checkbox"/>		Mission KG1 Basics of Position-Time Graphs	Minds on Physics	1D Kinematics	Visible Now	8/9/2023, 11:59:59 PM	0/3
<input type="checkbox"/>		Rocket Sled Concept Checker	Physics Interactives	Newton's Laws	Visible Now	8/11/2023, 11:59:59 PM	1/3
<input type="checkbox"/>		Pace Tracer 2	Physics Interactives	1D Kinematics	Visible Now	8/18/2023, 11:59:59 PM	0/3
<input type="checkbox"/>		Pace Tracer 1	Physics Interactives	1D Kinematics	Visible Now	8/28/2023, 11:59:59 PM	0/3
<input type="checkbox"/>		Set K13: Kinematic Equations 1	CalcPad	1D Kinematics	Visible Now	10/15/2023, 11:59:59 PM	3/3
<input type="checkbox"/>		Set K15: Kinematic Equations 3	CalcPad	1D Kinematics	Visible Now	10/15/2023, 11:59:59 PM	3/3
<input type="checkbox"/>		Set K1: Distance versus Displacement	CalcPad	1D Kinematics	Visible Now	10/16/2023, 11:59:59 PM	3/3
<input type="checkbox"/>		Set K4: Distance-Speed-Time 3	CalcPad	1D Kinematics	Visible Now	10/16/2023, 11:59:59 PM	3/3
<input type="checkbox"/>		Set K7: Acceleration 2	CalcPad	1D Kinematics	Visible Now	10/16/2023, 11:59:59 PM	3/3
<input type="checkbox"/>		Set K16: Kinematic Equations 4	CalcPad	1D Kinematics	Visible Now	10/16/2023, 11:59:59 PM	3/3
<input type="checkbox"/>		Set K19: Free Fall 1	CalcPad	1D Kinematics	Visible Now	10/16/2023, 11:59:59 PM	3/3
<input type="checkbox"/>		Set K20: Free Fall 2	CalcPad	1D Kinematics	Visible Now	10/16/2023, 11:59:59 PM	3/3
<input type="checkbox"/>		Electromagnetic Spectrum - Science Reasoning	Science Reasoning	Light Waves	Visible Now	10/16/2023, 11:59:59 PM	1/3
<input type="checkbox"/>		Mission KC8 Pos'n-Time and Vel-Time Data	Minds on Physics	1D Kinematics	Visible Now	10/19/2023, 11:59:59 PM	0/3
<input type="checkbox"/>		Mission VP2 Vector Addition Diagrams	Minds on Physics	Vectors and Projectiles	Visible Now	10/24/2023, 11:59:59 PM	0/3
<input type="checkbox"/>		Mission VP6 Relative Velocity and River Boats	Minds on Physics	Vectors and Projectiles	Visible Now	10/24/2023, 11:59:59 PM	0/3
<input type="checkbox"/>		Set K6: Acceleration 1	CalcPad	1D Kinematics	Visible Now	10/30/2023, 2:08:41 PM	3/3

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3. An added bonus is the **Update Selected Task Dates** button. Once the Newton's Laws unit arrives, filter all tasks using the Newton's Laws filter. You will probably need to set the Date Information for these tasks so that they display on students' assignment board and have the appropriate due date. Tap the **Select All** button (top left of **Task Table**) to select those tasks. Then use the **Update Selected Task Dates** button to quickly set dates for all those Newton's Laws tasks. For 20-30 tasks in the same unit, dates can be set up in as little as a minute.