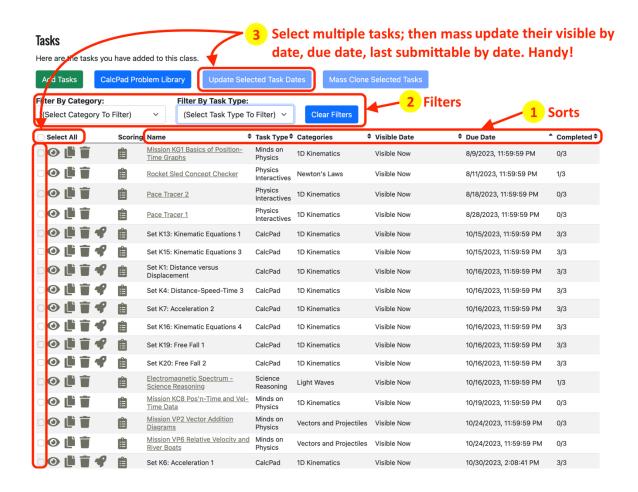
Using Filters and Columns Sorts

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.



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.