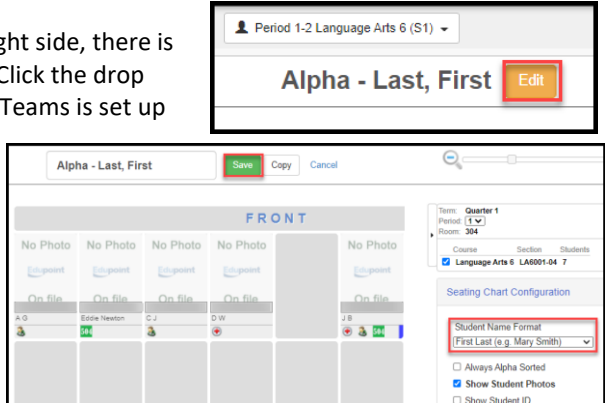
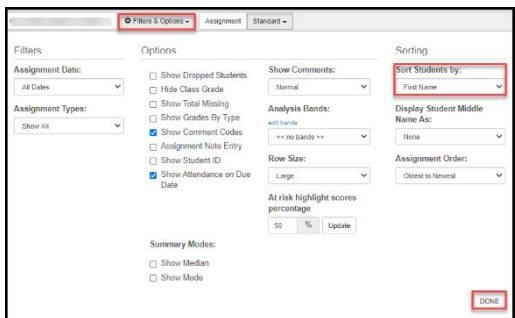


Synergy Sort Students by First Name (Seating Chart and Grade Book)

Since Teams sorts lists by first name, it might be helpful to have seating chart and a grade book list sorted by first name instead of last name. This could help with attendance, grades and overall organization.

Demo Video - <https://web.microsoftstream.com/video/bae8ddaf-8dce-4fdd-8956-5e0df82a2965>

<p>Sort Seating Chart by Student First Name</p>	<ul style="list-style-type: none"> Click Edit at the top of seating chart Under Seating Chart Configuration on the right side, there is a drop down under Student Name Format. Click the drop down and select First Last to match the way Teams is set up (FYI, there are other first name options as well). Click Save <p>**Tip – if you have moved your students around in the seating chart, they will not be in alpha order by first name. You can create a separate chart and put them in Alpha order if that is helpful. Attendance by List will not be in alpha order by first name, but Attendance by Chart will be if you have your class in alpha order by first name.</p> 
<p>Sort Grade Book by Student First Name</p>	<ul style="list-style-type: none"> Choose any grade book Click Filters and Options (at the top of the grade book) Choose the drop down under Sort Students by and choose First Name Click Done <p>**Note – Filters and Options settings apply to all grade books. If you sort one by first name, they all sort by first name. Once you have sorted the grade books by first name, you can print grade books by first name (see below).</p> 
<p>Print Grade Book Report by First Name</p> <p>**Additional staff (subs, co-teacher, etc.) cannot print the grade book report by first name. The main teacher would have to do this.</p>	<p>After sorting names by first name in Filters and Options (see above):</p> <ul style="list-style-type: none"> Click Reports (top, right of grade book) Under the Grade Book Reports dropdown, select Blank Grade Book Choose who to run the report for – you can choose current class, all classes or select classes to run the report for Uncheck Include Overall Grade and change any other options you wish to change Click Run Report Once the report runs, choose to save or print the pdf 