

## Sorting a Student List

Student Lists are initially automatically sorted by student last and first names. You can change the list's sort via the [Student Data→Edit List](#) screen.

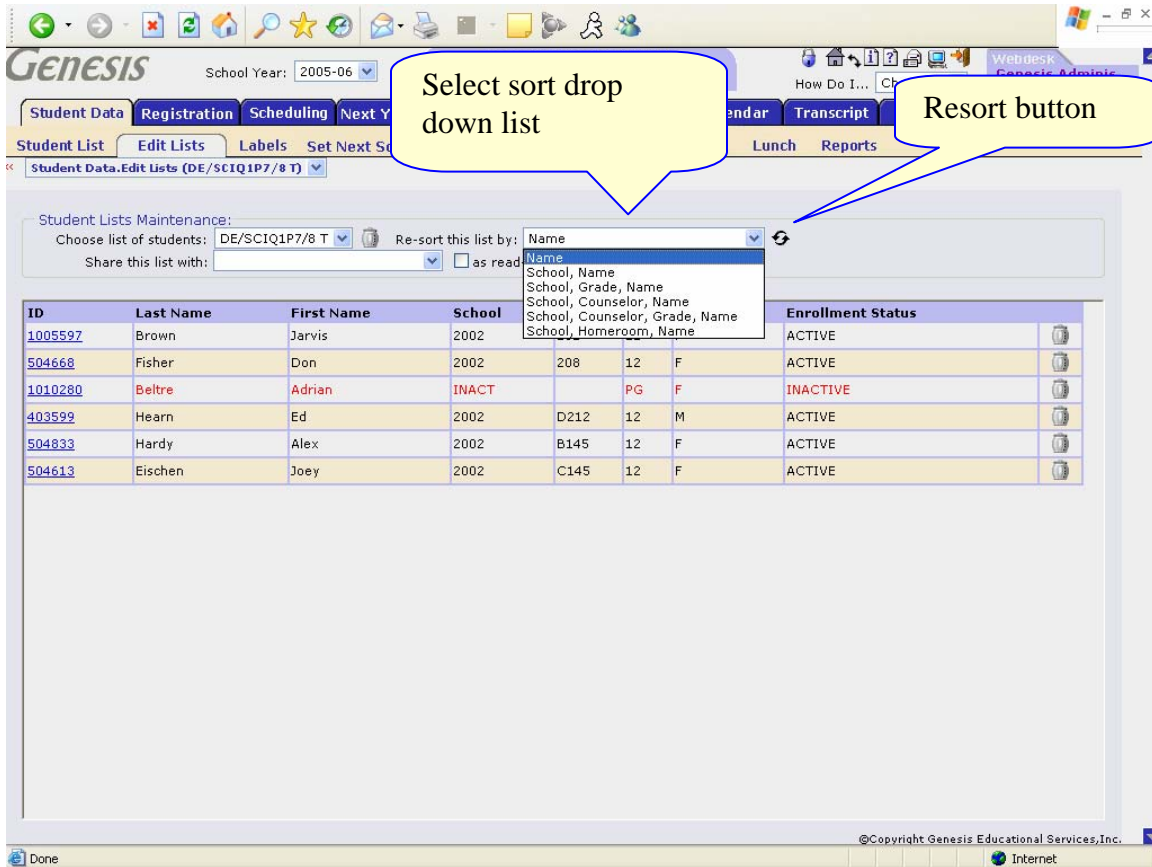


Figure 1 - [Student Data→Edit Lists](#): Selecting the sort for a List

### Sorting a Student List

Student Lists are automatically sorted alphabetically. That is, if you don't change the list's sort, the students will be listed alphabetically by their last and first names.

However, Genesis currently provides you with *six* different possible ways to sort a list. These six are:

1. **Name** – sort the list alphabetically by the students' last and first names. This is the default.
2. **School, Name** – Sort the list first by the school the students attend and then by their names. This is useful if you are sorting students across multiple schools in your district.
3. **School, Grade, Name** – Sort the list first by the school the students attend, then by their grade and then by their names.
4. **School, Counselor, Name** – Sort the list first by the school the students attend, then by their guidance counselors' names and then by their own names.

5. **School, Counselor, Grade, Name** – Sort the list first by the school the students attend, then by their guidance counselors' names, then by their grade levels and finally by their own names. This is a list designed for guidance counselors.
6. **School, Homeroom, Name** – Sort the list first by the school the students attend, then by their homerooms and then by their own names.

When you select an alternate sort for a list, that sort is used whenever the list is used. The sort is permanently associated with the list unless and until you select a different sort for it.

### **Resorting the List**

To resort the list:

1. Click the “**Select Sort**” drop down and choose one of the six possible sorts.
2. Click the “**Re-sort**” icon button

### **What if the List is a Shared List**

If the list is shared, all the users share the *same* list. If you change the list's sort, all the users will see the list sorted the new way.