

# Sorting Data

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"Educating Georgia's Future"

## Sorting Data Within Any Report Inside SLDS

1. Reports within SLDS default to alphabetical order of students within the data group (with the exception of Lexile). NOTE: Teacher Dashboard Lexile Report is used for illustration purposes.



Student Name	Grade Level	Race / Ethnicity	ELL	ED	Gifted	Retained	SWD	Lexile
Mastin , Lionel O	11	TWO OR MORE RACES			Y			1450
Stiner , James M	11	WHITE, NOT OF HISPANIC ORIGIN						1505
Keister , Manuel N	11	WHITE, NOT OF HISPANIC ORIGIN				Y		1575
Ohara , Nakita K	11	WHITE, NOT OF HISPANIC ORIGIN				Y		1645

2. The order of a **SINGLE** data area can be sorted by using the small black arrows at the top of each sub-category column.



3. Clicking on the arrows will sort the data and organize the selected data column (alphabetical order, smallest to largest).



4. Clicking the same (now white) arrow again will reverse the order (Z-A, largest to smallest).



5. Any sorting of data is temporary and available while currently viewing the sorted report. All reports will display in the default view each time viewed.