



### PALS - Sorting members / students by last name

This Help Guide shows faculty how to sort student names within their course(s) in PALS – My Courses Tab.

1. Click on **My Courses** tab within **PALS**.
2. Click on the desired course under the **Courses I'm Teaching** section.

The screenshot shows the PALS interface with the 'My Courses' tab selected. The 'Courses I'm Teaching' section is expanded, showing a table of courses. The table has columns for Section, Department, and Instructor(s). Two courses are listed for the 2007 SPRING term: 'WEBCT TESTING AND TRAINING' (Section Z -0000-001) and 'WEBCT TESTING AND TRAINING' (Section Z -0000-002), both in the DISTRICT department. The instructor for the first course is 'VACANT POSITION' with email 'ttest@alamo.ed', and for the second is 'VACANT POSITION' with email 'ttest@alamo.ed'. There are also 'Student Resources' and 'Faculty resources' sections on the left side of the interface.

3. Scroll down to **Configuration Tools**.
4. Click on **General Settings** on the **Configuration Tools** section.

**Configuration Tools**

- [General Settings](#)
- [Applications](#)
- [Members](#)
- [Permissions](#)

5. Mark the **Sorting** check box to sort membership list by last name.

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Sorting:  Sort membership lists by last name

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6. Click on the **Update** button, and then click on **OK**.

If you need further assistance, please contact Support Central at 485-0555 and select Option 4. Thank You.