Give Students "Nicknames" for this Class

1. Edit the students' "**Gradebook Name**" fields. For example:

    a. Abbreviate extremely long names (especially if the names cause formatting problems on the Class Roster screen).
    b. Record student's preferred nicknames
    c. Prefix student last names with lower case letters (e.g. "z") to cause them to sort alphabetically to the bottom of the list – or to sort them alphabetically by some other scheme.

2. Click "**Save**" to save the changes.