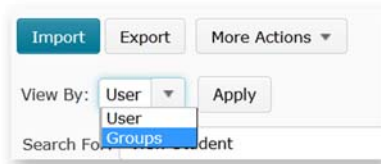


View and mark only internal or external students in Grades

Markers can easily change the marking environment to view a specific group of students. This means there is no need to create separate *Dropbox Folders* or *Grade Items* to differentiate between cohorts (in most cases). You can choose to view and mark only *External* or *Internal* students. If you have set up tutorial/workshop groups using the MyLO *Groups* tool, you can choose to mark students in a particular tutorial/workshop group. You can do this in any environment that features the *View By* tool, as shown below.

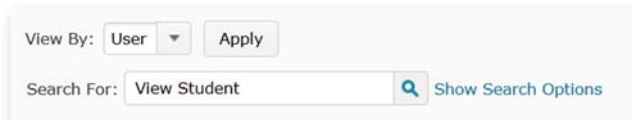
1. First, select *Groups* from the *View by* drop-down menu, then click the *Apply* button.



2. Next, choose the appropriate *Group* from the *Groups* drop-down menu and click the *Apply* button.



3. Alternatively, you can choose to limit your view to a particular student. To do this, select *User* from the *View By* dropdown list (if it isn't already selected) and click *Apply*. Next, enter all (or part) of the student's name into *Search for* field, and click on the magnifying glass icon. You should now see only students matching your search criteria.



TIP: To view the full class again, select *User* from the *View By* list and click on the *Apply* button.