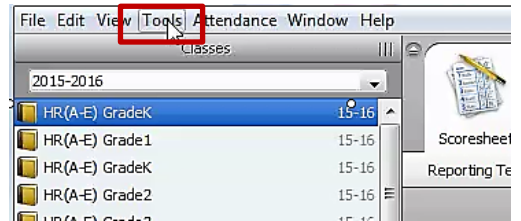
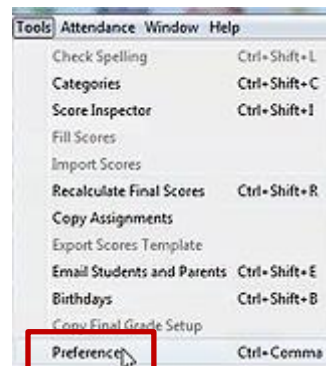


# Gradebook: Add Room Numbers to Class Names

1. In Gradebook, click on the **Tools** tab on the top menu bar.



2. Click **Preferences** at the bottom of the Tools drop-down window.



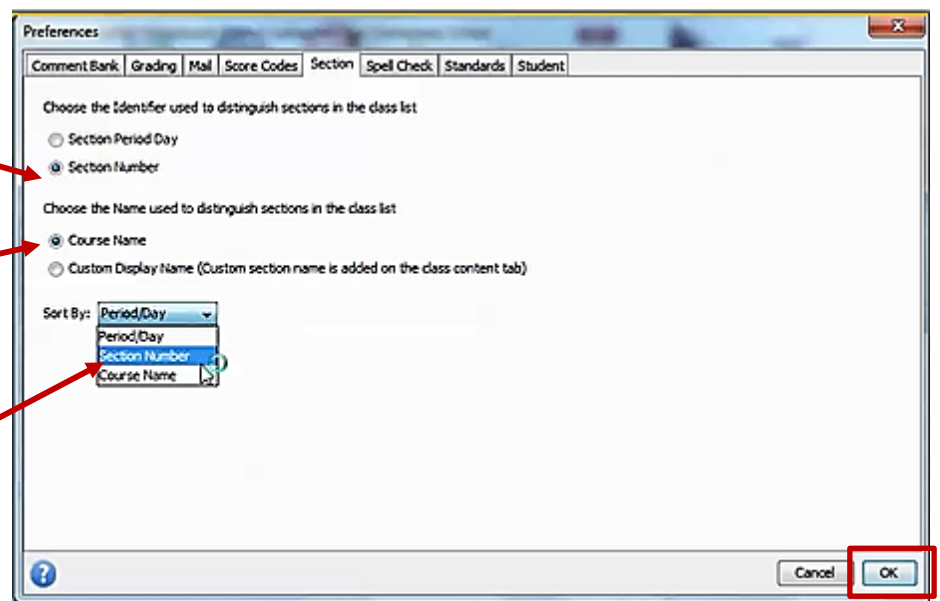
3. In the **Preferences** window, click the **Section** tab.



4. Select **Section number** as the Identifier

5. Ensure **Course Name** is selected.

6. Click the drop-down arrow to the right of **Sort By:** and select **Section Number**.



7. Click **OK**.

Note: This setting will need to be set for each of your schools.