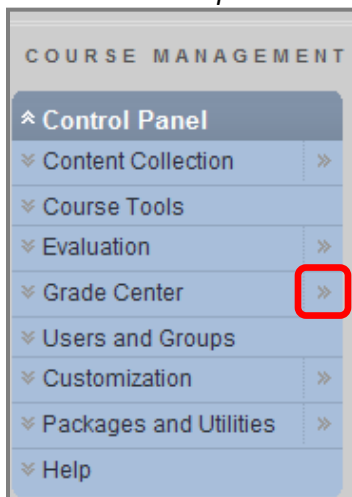


## Creating a Smart View

**Smart Views** are focused views of the Grade Center. They can be created based on a variety of criteria, including by student or student group, category (Test, Assignment, Blog, etc.), and performance (overall score on a graded item).

Follow these step-by-step instructions to create a **Smart View** in the Grade Center:

1. Locate the Control Panel on the Course Management section of the Course Menu. Click on the Grade Center *Expand Link*.



2. The Grade Center opens to the Full Grade Center view.

**Grade Center: Full Grade Center**

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

[Create Column](#)
[Create Calculated Column](#)
[Manage](#)
[Reports](#)
[Filter](#)
[Discover Content](#)
[Work Offline](#)

[Move To Top](#)
[Email](#)
Sort Columns By: [Layout Position](#) Order: [▲Ascending](#)

Grade Information Bar Last Saved: December 5, 2010 8:24 PM

<input type="checkbox"/>	Last Name	First Name	Last Access	Writing Assignm	Apple Pie Meth	Lesson One Qu	The Tao of Appl	Total
<input type="checkbox"/>	Berry (s)	Susan	December 2, 2010	--	--	--	--	40.00
<input type="checkbox"/>	Budzick (s)	Danielle		--	--	--	--	--
<input type="checkbox"/>	Byers	Carissa		--	--	--	10.00	20.00
<input type="checkbox"/>	Garza	Ulysses		40.00	--	--	--	40.00
<input type="checkbox"/>	Merrit	Stanton		!	--	--	--	--
<input type="checkbox"/>	Thackaberry (s)	Alexandera		--	--	--	--	--

Selected Rows: 0

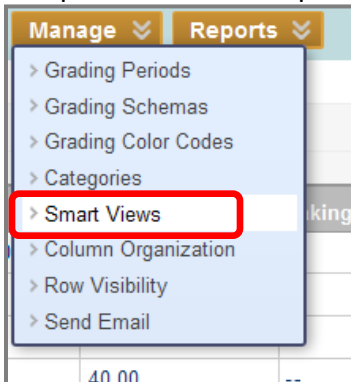
[Move To Top](#)
[Email](#)
[Icon Legend](#)

[Edit Rows Displayed](#)

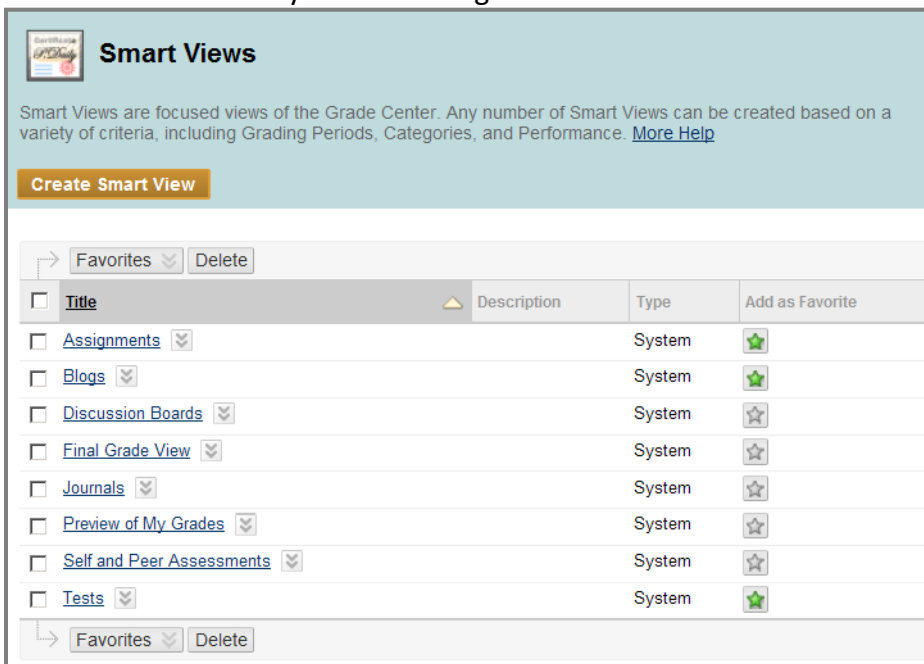
3. Click on the *Action Link* of the Manage button on the Action Bar.



4. The pull-down menu opens. Click on **Smart Views**.

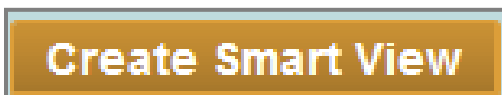


5. The **Smart Views** page opens. By default, Blackboard has created several category-based **Smart Views**. This means that clicking on the Assignments **Smart View** will display a version of the Grade Center that only includes Assignments.



<input type="checkbox"/>	Title	Description	Type	Add as Favorite
<input type="checkbox"/>	Assignments		System	
<input type="checkbox"/>	Blogs		System	
<input type="checkbox"/>	Discussion Boards		System	
<input type="checkbox"/>	Final Grade View		System	
<input type="checkbox"/>	Journals		System	
<input type="checkbox"/>	Preview of My Grades		System	
<input type="checkbox"/>	Self and Peer Assessments		System	
<input type="checkbox"/>	Tests		System	

6. Click the *Create Smart View* button to create a new **Smart View**.



7. The Create Smart View page appears. First, enter a Name for your **Smart View**.



1. **Smart View Information**

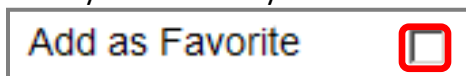
\* Name

8. Next, enter a Description. A clear name and description will help you identify the purpose of your **Smart View**.



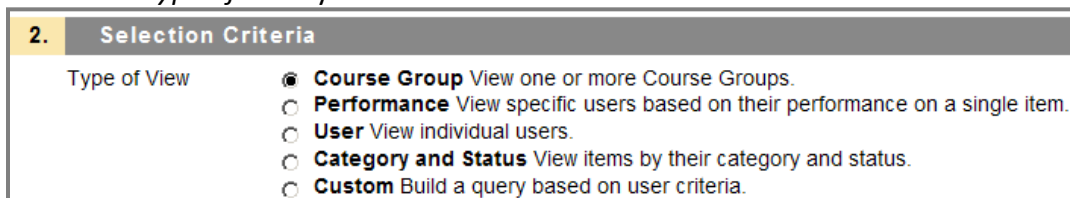
Description

9. Mark this **Smart View** as a favorite by checking the checkbox next to *Add as Favorite*. **Smart Views** listed as favorites will appear in the Control Panel when you click Grade Center. This will allow you to access your **Smart View** more quickly.



Add as Favorite

10. Select the *Type of View* you would like to create.



2. **Selection Criteria**

Type of View

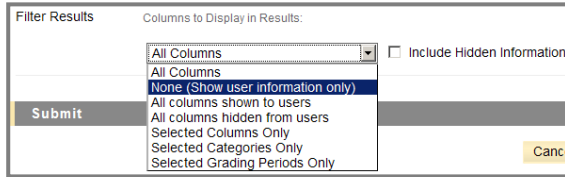
- Course Group** View one or more Course Groups.
- Performance** View specific users based on their performance on a single item.
- User** View individual users.
- Category and Status** View items by their category and status.
- Custom** Build a query based on user criteria.

11. Here are descriptions of each view:

- a. **Course Group**: For viewing subsections of students. To create a Course Group **Smart View**, you must first enable and create Groups in your course.
- b. **Performance**: For viewing student performance on a single item (e.g. viewing students who did not receive a passing grade on a midterm or final exam).
- c. **User**: For viewing a custom set of students. This view can include one, several, or all students in your course.
- d. **Category and Status**: For viewing grades based on category (such as Assignment or Test), student or students, and/or grade Status (such as Completed or Not Attempted).

12. After selecting the Type of View you would like, select the specific criteria for that view.

13. Instructors can optionally select a Filter for results, and include hidden information in the grade data.



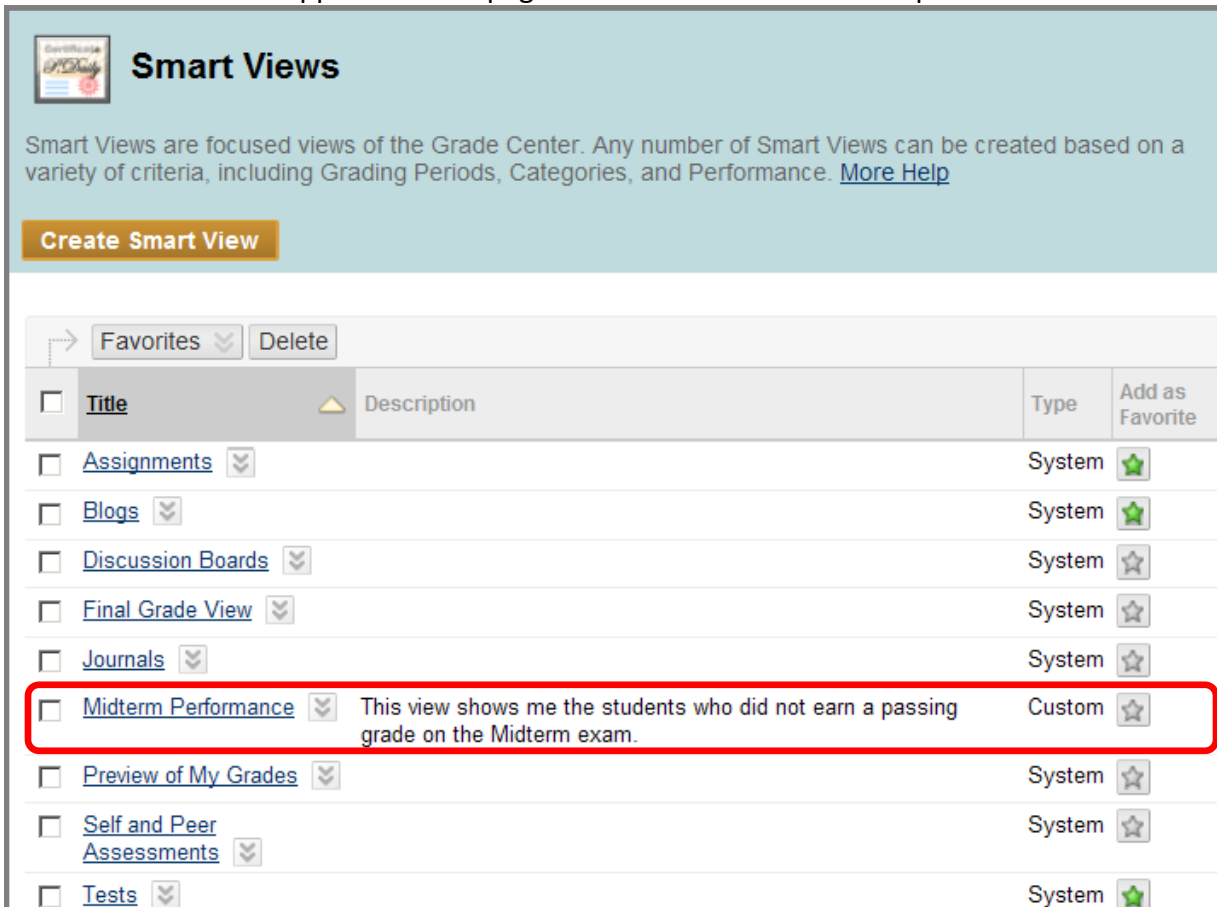
14. When you have finished configuring your **Smart View** settings, click the *Submit* button.



15. Blackboard gives a *Success* message at the top of the screen.

**Success: Created Smart View: Midterm Performance.**

16. The **Smart View** now appears on the page. Smart Views are listed in alphabetical order.



<input type="checkbox"/>	Title	Description	Type	Add as Favorite
<input type="checkbox"/>	<a href="#">Assignments</a>		System	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">Blogs</a>		System	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<a href="#">Discussion Boards</a>		System	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Final Grade View</a>		System	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Journals</a>		System	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Midterm Performance</a>	This view shows me the students who did not earn a passing grade on the Midterm exam.	Custom	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Preview of My Grades</a>		System	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Self and Peer Assessments</a>		System	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Tests</a>		System	<input checked="" type="checkbox"/>