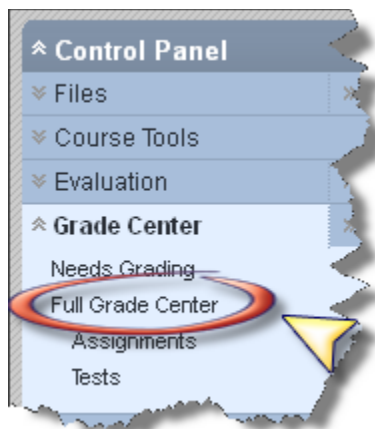


Grade Center—Smart Views

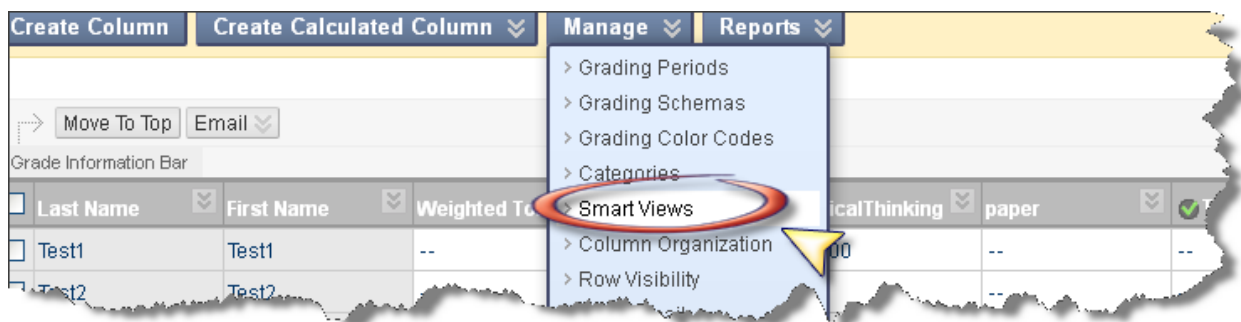
Smart Views are views of the Grade Center based on a variety of student criteria. This enables Instructors to create certain views of the Grade Center—based on performance criteria for gradable items such as Assessments or Assignments—that quickly track Students. Once built and saved, Smart Views become a selectable list item on the Current View drop-down menu of the Grade Center page, enabling easy navigation from one view to another. Any Smart View can be saved as the default view of the Grade Center. The current default view can be changed at any time.

To create a Smart View, follow the steps listed below:

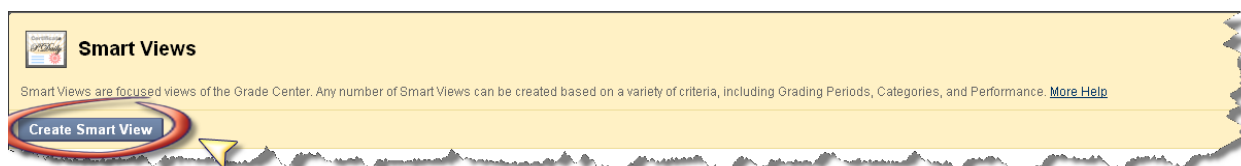
Step 1: Under the **Control Panel**, click on **Grade Center, Full Grade Center**.



Step 2: Under **Grade Center: Full Grade Center**, click on **Manage, Smart Views**, a **Smart View** page will show up.



Step 3: In the **Smart View** page, click on **Create Smart View**.



Step 4: In the **Create Smart View** page,

4.1 Under **Smart View Information**:

4.1.1 Enter **Name** and **Description** of the Smart View.

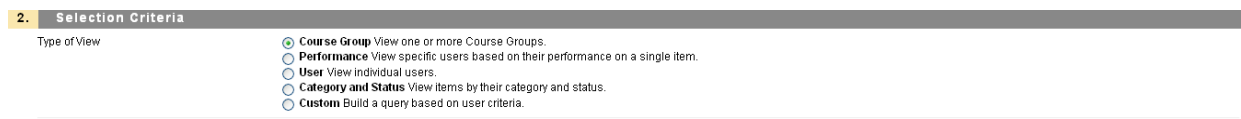


The screenshot shows a form titled "1. Smart View Information". It has three main sections: "Name" with a text input field, "Description" with a larger text area, and "Type" with a dropdown menu. The "Type" dropdown is currently set to "Custom". There is also a "Favorite" checkbox at the bottom left.

4.2 Under **Selection Criteria**:

4.2.1 Select **Types of View**, there are five different Types of Smart Views that specify the Student information:

- **Course Group** allows the instructors to select a Group, which was created in the course. Groups are subsections created in the User Management Area of the Control Panel. They are a collection of students selected by the Instructor.
- **Performance** allows the Instructor to select Students based on performance
- **Users** allows the Instructor to select individual Students
- **Category and Status** allows the Instructor to select from a full list of Student attributes; this is a combination of the options of the other three Smart Views.
- **Custom** allows the Instructor to build a customized view of grade center based on other specific queries.



The screenshot shows a form titled "2. Selection Criteria". It has a section labeled "Type of View" with five radio button options: "Course Group", "Performance", "User", "Category and Status", and "Custom". Each option has a brief description of what it does.

4.2.2. Depending on the **Type of View** selected, the corresponding option for **Select Criteria** will appear. For example, if **Course Group** is selected, the select criteria will ask an instructor to select a group from the existing groups. If **Performance** is selected, the select criteria will ask an instructor to select an existing assignment, quiz, or test that meet certain score criteria such as grades greater than 80. Fill in the criteria as desired.

4.2.3 Select the **Filter Results** by picking which Columns to Display in Results from the dropdown menu. The following choices are possible: All columns; None; All Grade Center columns which are visible to Students; All columns which are NOT visible to Students; Selected columns only, then select the desired columns from the list of columns; Selected Categories only, then select the desired Categories from the list of Categories; Selected Grading Periods only, then select desired Grading Periods from the list of Grading Periods.

Filter Results

Columns to Display in Results:

All Columns ☒ Include Hidden Information

All Columns

None (Show user information only)

All columns shown to users

All columns hidden from users

Selected Columns Only

Selected Categories Only

Selected Grading Periods Only

Submit

4.3 Click on Submit, and the Smart View is created.

3. Submit

Cancel Submit