



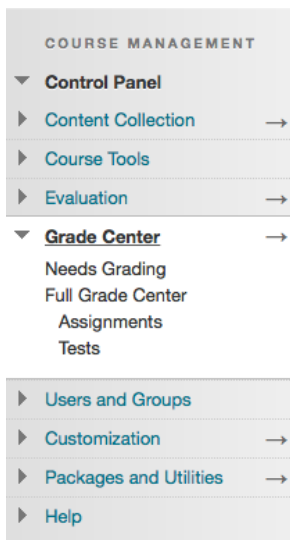
## How do I create Smart Views of the Grade Center?

You can customize specialized views of the Grade Center that enable you to see:

- A. The grades of a group
- B. The performance of students scoring within a certain value on an item
- C. The overall performance of a certain user or users
- D. The status of an item

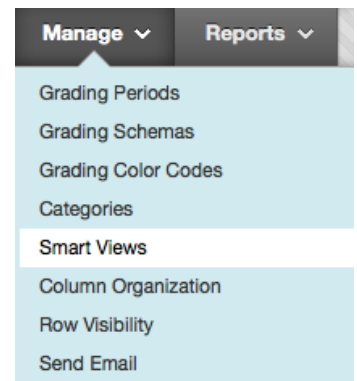
This guide will cover how to create a Smart View as well as explain what each option entails.

### How to Create a Smart View



1. First, go to the **Grade Center** tab on the **Control Panel** drop down menu on the left side of the course homepage, and click the **Full Grade Center**.

2. Under the **Manage** tab at the top, select **Smart Views**.



3. You will see that Blackboard has already created several default Smart Views. Click on each view to see the performance of your students on items falling within the selected category: Assignments, Blogs, Discussion Boards, Final Grades, Journals, etc.

4. To create a new Smart View, click the **Create Smart View** button at the top.



5. Make sure to give your Smart View a name. You can also provide a brief description, which will be visible in the list of Smart Views on the previous screen. Finally, you can make the Smart View a **Favorite** by clicking the box below the description. A Favorite Smart View will appear in the Control Panel under the Grade Center tab.

6. When you are finished selecting the criteria for your Smart View (see below), click **Submit**. The Smart View will now appear under the list of Smart Views seen in Step 3 above. You can delete your Smart View by selecting it from this list and then clicking **Delete** at the top.

7. The following sections of this guide will cover the types of Smart Views that you can customize. It will follow the lettering of the options at the top of this page.

## A. Creating a Smart View of a Group

1. To create a Smart View of a group, select the **Course Group** option under the **Type of View** heading. For more on creating and managing groups in Blackboard, see our PDF Walkthrough series on groups.

2. Under the **Select Criteria** heading, you will see options for **Criteria**, **Condition**, and **Value**:

Select Criteria

*Select the groups to include in this Smart View. Hold down the Ctrl button to select multiple items from one drop-down list.*

User Criteria:  Condition:  Value:

2a. The **Criteria** option will only allow “Group.”

2b. If you would like to select groups to include individually, leave the **Condition** as **Equal to** and select the group or groups you would like to incorporate in the Smart View. To select more than one group, hold down the Control button on your keyboard when you are clicking on the groups.

2c. If you select **Not Equal to** under **Condition**, then all groups except those you select will appear in the Smart View.

3. Next, under **Filter Results**, you can select which columns, etc. for the designated Group(s) you would like to see in the Smart View. There are a number of options:

- 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

If you choose **Selected Columns**, **Selected Categories**, or **Selected Grading Periods Only**, then another box will appear allowing you to select one or more of these items for the Smart View.

For example, this is the view when you choose **Selected Categories Only**:

Filter Results

*Columns to Display in Results:*

Include Hidden Information

4. Click **Submit** when you are finished.

## B. Creating a Smart View based on Student Performance

1. To create a Smart View based on user performance, select the **Performance** option under the **Type of View** heading.

2. Under the **Select Criteria** heading, you will see options for **User Criteria**, **Condition**, and **Value**:

Select Criteria *Select the user criteria to include*

User Criteria:  Condition:  Value:

2. Under **User Criteria**, you can narrow the view to a score within a certain grading period (e.g. Grade on 1<sup>st</sup> Quarter Ave.), a select assignment or test (e.g. Grade on Assignment 1), or a select averages column (e.g. Grade on Ave.):

User Criteria:

- ✓ Grade on 1st Quarter Ave ( Percentage )
- Grade on anonymous grading test ( Score )
- Grade on Assignment 1: CC images ( Score )
- Grade on Assignment 2: CC image search ( Score )
- Grade on Assignment 3: Inline Grading ( Score )
- Grade on Assignmnet 3 11/5/15 ( Score )
- Grade on Ave. ( Percentage )

3. Under the **Condition** and **Value** options, you can

Condition:  Value:

- Equal to
- Greater than
- Greater than or Equal to
- Less than
- Less than or Equal to
- Between
- Status Equals

customize your view so that you can see scores or percentages equal to, greater or lesser than, etc. for the numerical value that you manually enter under the **Value**.

For example, you can select a **Criteria** of a grading period and a **Value** Less than or Equal to 60 to see all students who are failing your course at an

important point in the semester.

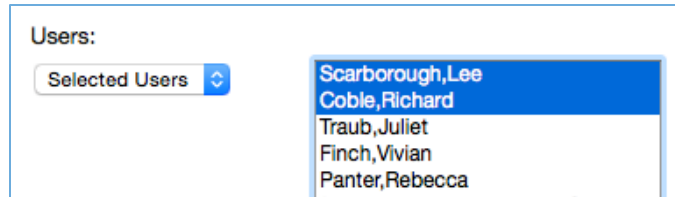
4. **Filter Results** is a less relevant option for this Smart View because you are only looking at one select item or column. Just leave the default option “All Columns” in place.

5. Click **Submit** when you are finished.

### C. Creating a Smart View for a Selected User or Users

1. To create a Smart View of a user or users, select the **User** option under the **Type of View** heading.

2. Next, under **Select Criteria**, you can choose **All Users** to create a Smart View of all students in your class. Or you can choose **Selected Users** to create a Smart View of one or more of your students. Hold down the control key as you click on student names to select more than one.

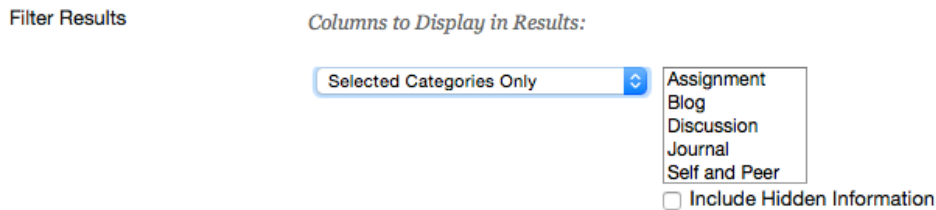


3. Next, under **Filter Results**, you can select which columns, etc. for the designated User(s) you would like to see in the Smart View. There are a number of options:

4. If you choose **Selected Columns, Categories, or Grading Periods Only**, then another box will appear allowing you to select one or more of these items for the Smart View.

- 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

For example, this is the view when you choose **Selected Categories Only**:



5. Click **Submit** when you are finished.

## D. Creating a Smart View based on Item Category and Status

1. To create a Smart View based on the category and status of an item, choose the **Category and Status** option under the **Type of View** heading.

2. Next, under **Select Criteria**, you can select the category of item you would like to view (e.g. Assignment, Test, etc.) as well as the user(s) or group(s) whose status you would like see. For example, you can select to view the status of all the assignments for a group that you have named "Assignment groups 1":

Select Criteria *Select category and users to filter by status*

Categories: Assignment Users: Selected Groups

- Assignment groups 1
- Assignment groups 2
- Assignment groups 3

3. Then, under the **Filter Results** option, you can limit your view to items currently under a certain status. For example, you can opt to see all the assignments that have not yet been attempted (i.e. not turned in) by users in a designated group:

Select Criteria *Select category and users to filter by status*

Categories: Assignment Users: Selected Groups

Filter Results *Filter Results:*

- All Statuses
- Completed
- Edited Manually
- Exempt
- In progress
- Needs Grading
- ✓ Not Attempted

- Assignment groups 1
- Assignment groups 2
- Assignment groups 3
- Bay 1

You can also opt to see only items completed, in progress, needing grading, etc.

4. Click **Submit** when you are finished.