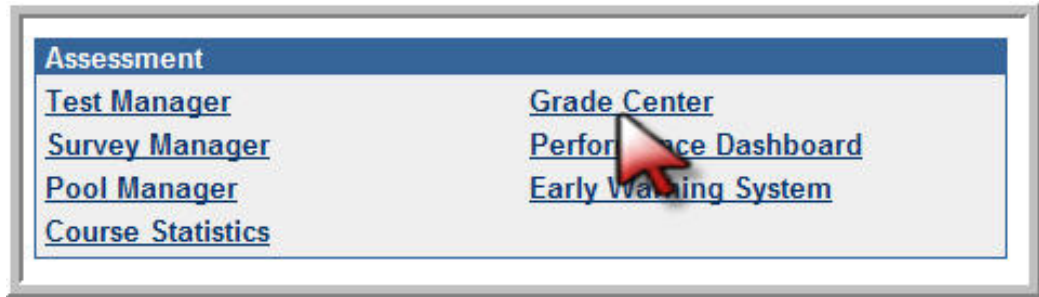


Blackboard 8 Grade Center Smart Views Goucher College

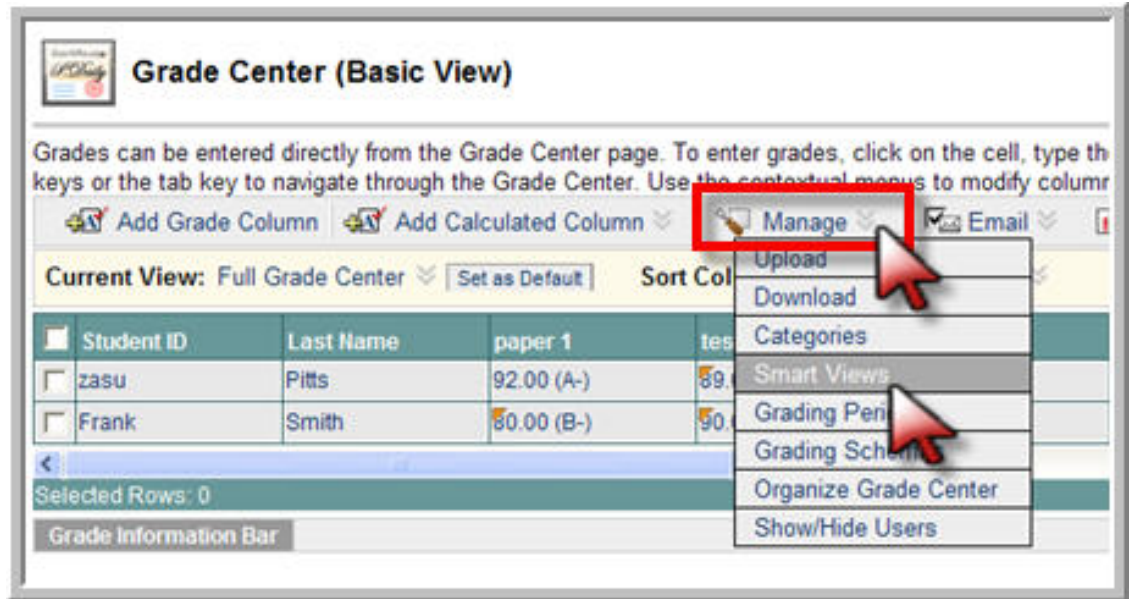
Create Grade Center Smart Views

In the **Control Panel**, in the **Assessment** section, click on the **Grade Center** link.



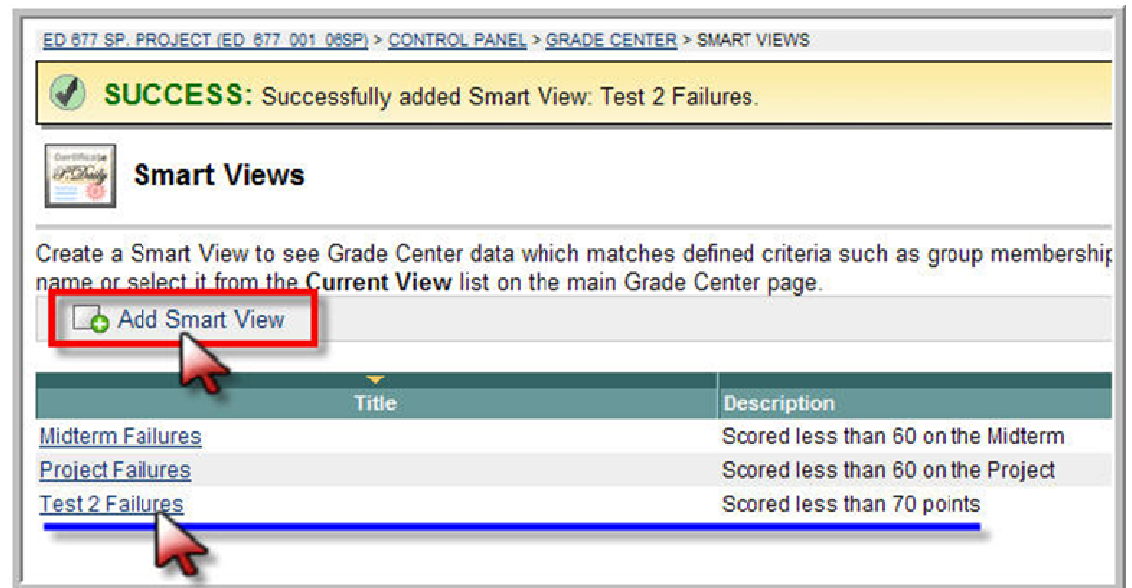
The **Grade Center** opens to the main Grade Center (Basic View) that shows all of the students and all of the columns.

Smart Views can be created to sort the Grade Center spreadsheet to show only specific students or groups (i.e., everyone who failed the Midterm). Click on the **Manage** link and select **Smart Views**.



When the Smart Views page opens, click on the **Add Smart View** link to create a new Smart View.

(Note: Past Smart Views are listed by title and description. You can also click on any Smart View title to open the link.)



After you click the **Add Smart View** link to create a new smart view, enter a Name and Description in the text boxes in the **Smart View Information** area.

Then, select a **Type of View** in the **Selection Criteria** area. For this example, we selected **Benchmark** which allows instructors to select students based on performance on a single gradable item.

Add Smart View

1 Smart View Information

* Name: Test 2 Failures

Description: Scored less than 70 points

2 Selection Criteria

Type of View:

- Group (Select one or more groups.)
- Benchmark (Select users based on their performance.)
- Focus (Select individual users.)
- Investigate (Build a full query based on user attributes.)

After the type of view has been selected, use the dropdown menus to **Select Criteria** for the gradable item.

Select the item in **User Criteria** (see the green box). Select the **Condition** (see the pink box), and enter a numerical **Value** for the score (purple box).

Click on the dropdown menu to select which **Columns** to display (orange box).

Select the user criteria to include.

User Criteria:	Condition:	Value:
Grade on Test 2 (Score)	Less than or equal to	69

Columns to Display in Results:

All Columns Include hidden information

In this example, Test 2 has been selected for the Smart View. Any student who has a score less than or equal to 69 will be included in the Smart View.

Cancel Submit

Always click **Submit** at the bottom of the page to save the Smart View or click Cancel to quit.

We have already shown that Smart Views can be accessed by going through the **Manage** link as mentioned above.

Smart Views can also be opened by rolling your cursor over the **Current View** link on the main Grade Center page toolbar. When the dropdown menu appears, click on any Smart View option listed to open it. Use this feature to travel freely back and forth between the Full Grade Center and the Smart Views.

In this example, the Full Grade Center view is set as the default. Any Smart View can be saved as the default view of the Grade Center. To do so, open the desired Smart View and click on the **Set as Default** button on the toolbar (found right next to the Current View link).

