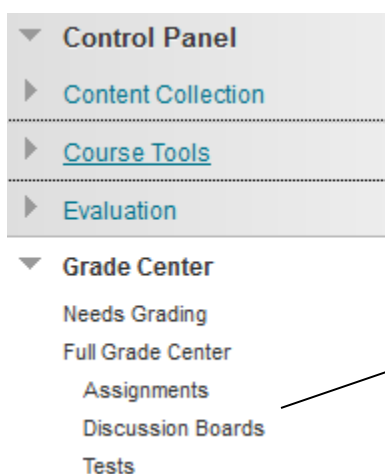## Smart Views

Smart views allow instructors to view a subset of the grade center based on select criteria. For example, a smart view could be created to temporarily identify and view those students who performed below average on a particular assignment. Some of the most common uses of smart views include:
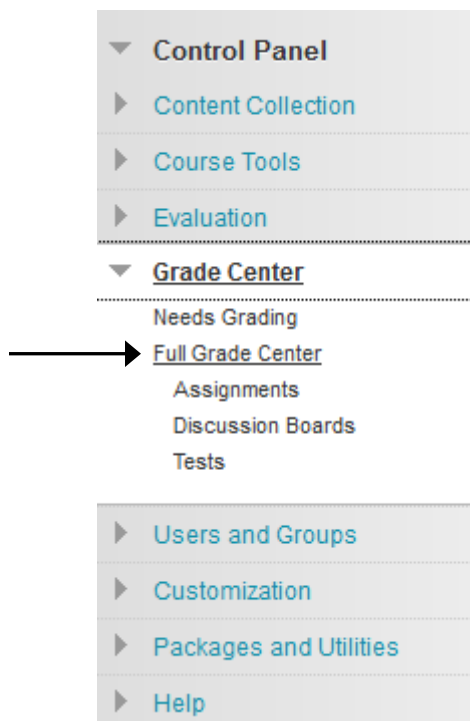
- Viewing individual sections of students in a merged course
- Viewing certain categories of columns, such as 'Tests' or 'Assignments'
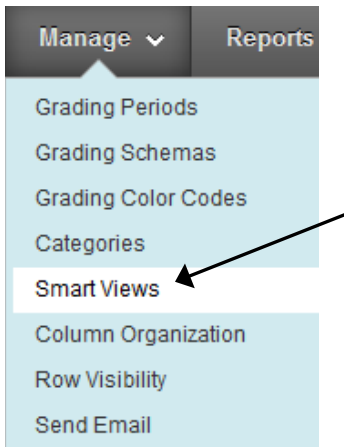- Viewing a subset of students based on their performance on an assessment

Smart Views can appear as links below the 'Full Grade Center' link in the Control Panel. In this case, grade columns consisting of Assignments, graded Discussion Boards, and Tests can all be accessed as Smart Views.

Creating a Smart View:

1. Click the **Grade Center** link in the Control Panel (lower left hand side of the screen) to expand its options.
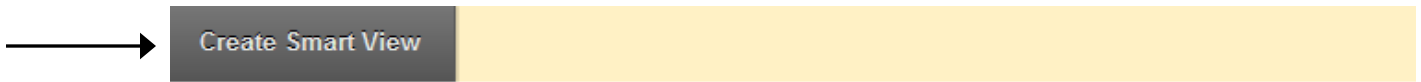
2. Choose 'Full Grade Center.'

3. From the 'Manage' dropdown at the top, select 'Smart Views.'

4. Blackboard includes several Smart Views available by default. For example, any assignment created using the Blackboard assignment tool will automatically be added to the Assignments Smart View.
   To create a new Smart View, click the 'Create Smart View' button at the top.

Smart Views available by default

5. Give the Smart View a name, a description (optional), and select whether or not to add it as a favorite. Adding it as a favorite will display a link to the Smart View in the grade center section of the Control Panel; if not added as a favorite, the Smart View can be accessed by clicking the Manage menu in the grade center (Manage > Smart Views).

1. Smart View Information

Name Section 1

Description

Type Custom

Add as Favorite ☑

6. Choose the type of view, the criteria, and to filter the results, if desired.
   In this example, we'll create a Smart View showing students in section 1 of the course, which is a 'User' type.

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.

Select Criteria *Select the users and columns to include in this Smart View. Hold down the **Ctrl** key to select multiple items from one drop-down list.*

Users:

Selected Users ▾ | Goh,Ian
student,test1
student,test2
student,test3

Select names of the students in the section ('Section 1') from this list.

Select All

Filter Results *Columns to Display in Results:*

All Columns ▾ | ☐ Include Hidden Inf

Select from the list of options to filter the results, if desired.

7. Click Submit. The Smart View should now appear in the list of Smart Views and as a link in the Control Panel if it was added as a 'favorite.'

8. When the Smart View link is clicked, the grade center will display only students who meet the criteria of the Smart View (in this case, Section 1 students):

(Click 'Full Grade Center' to return to the full list of students.)