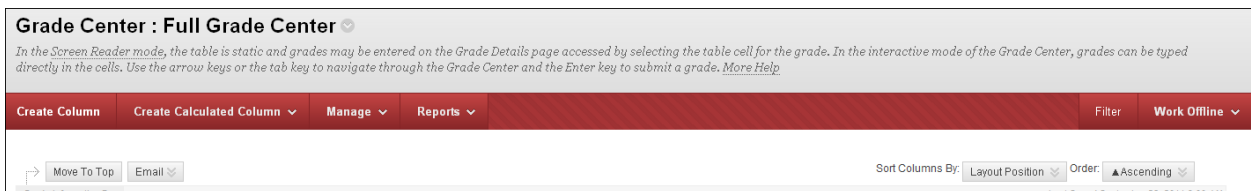


Blackboard "How To's"

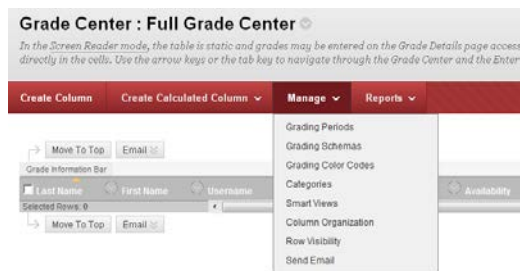
Using Smart Views within the Grade Center

Smart Views are specific views of the Grade Center based on a variety of criteria. Users can toggle between the Full Grade Center View, Smart Views as well as Grading Periods. There are four types of smart views.

- Login to Blackboard.
- Enter your course/website.
- Go to the **Control Panel**.
- Click on **Grade Center**.
- Click on **Full Grade Center**.



- To create a **Smart View**, point to the drop-down arrows next to **Manage**.



- Click **Smart Views**. Click **Create Smart View**.
- In **Step 1**, enter a **Name** for the smart view (ex. 1st Hour.) Also, enter a **Description** if needed.

1. Smart View Information

Name

Description

Type Custom

Add as Favorite

- In **Step 2**, select the Type of Smart View you are creating as well as Criteria and Condition results. **To create a view to see only a group of students within your gradebook, select **Custom**. Group should only be selected if you have set up groups in your website/course ahead of time.*

2. Selection Criteria

Type of View

- 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 user criteria to include

User Criteria: Condition: Value:

Filter Results

Columns to Display in Results:

Include Hidden Information

3. Submit

Click Submit to proceed. Click Cancel to quit.

- In **Step 3**, click **Submit**.