

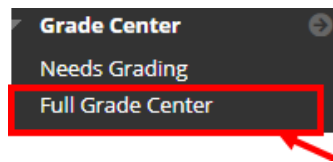
Blackboard "How To's"

Using Smart Views within the Grade Center

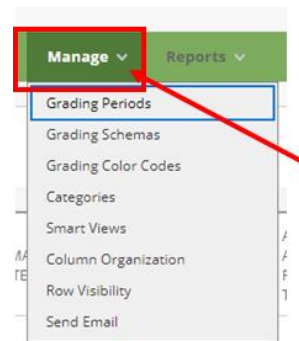
Smart Views are specific views of the Grade Center based on a variety of criteria. Users can toggle between the Full Grade Center View, Smart Views as well as Grading Periods. There are four types of smart views.

Login to Blackboard.

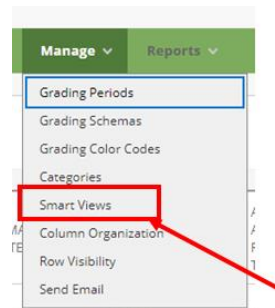
- Enter your course/website.
- Go to the **Control Panel**.
- Click on **Grade Center**.
- Click on **Full Grade Center**.



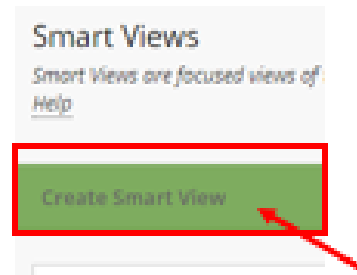
To create a Smart View, hover over word **Manage**.



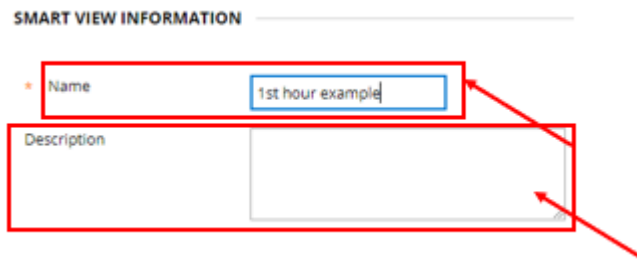
Click **Smart Views**.



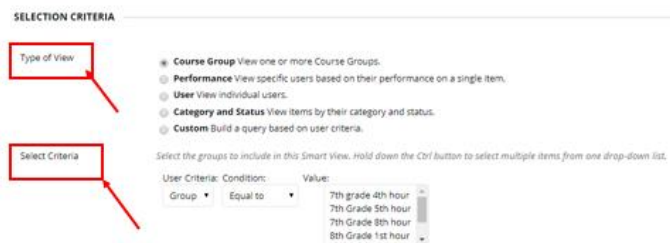
Select **Create Smart View**.



Enter a **Name** for the smart view (ex. 1st Hour.) Also, you may enter a **Description** if you would like.



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 already set up groups in your website/course.



Click **Submit**.

