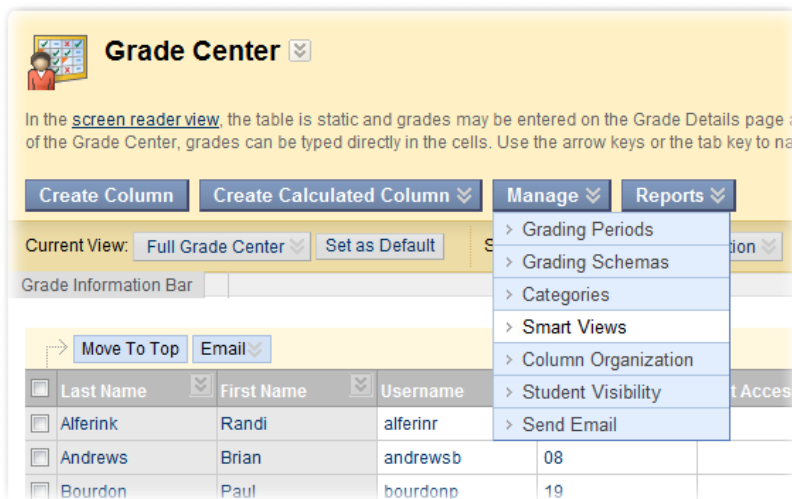


Creating a Smart View in Blackboard's Grade Center

A smart view is a customizable view that allows the instructor to select particular students based on specific filter results. This is especially helpful if you have merged multiple sections of a course into one Blackboard course and you want to keep the students organized by their assigned section.

1. From the **Grade Center**, select **Manage** and select **Smart Views**.



2. Select **Create Smart View**. Enter a Name and Description.

1. Smart View Information

Name:

Description:

3. For selection criteria, select **FOCUS (Selected individual users)**. To select more than one student at a time, hold the CRL key on your keyboard.

2. Selection Criteria

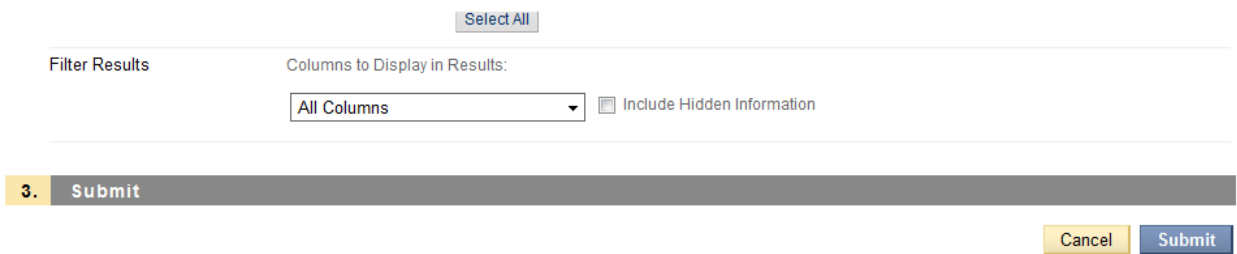
Type of View: Group (Select one or more groups) Benchmark (Select users based on their performance) Focus (Select individual users) Investigate (Build a full query based on user attributes)

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:

- Fettig, Erin
- Rider, Robert
- Vonplagenhoef, Kyle
- Funk, Amy
- Waldvogel, Laurie
- Alferink, Randi
- Day, Leslie
- Tanja, Heather
- Kimar, Sarah
- Joseph, Noah

4. Under **Filter Results**, choose the columns to display in the results from the drop-down menu then click **Submit**:

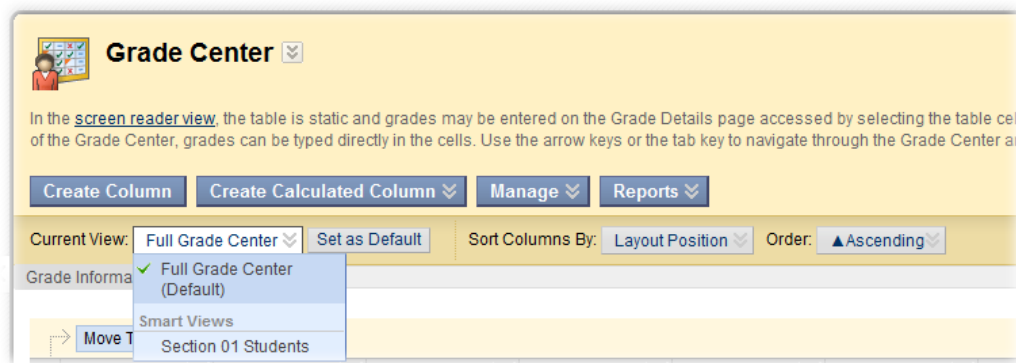


All Columns: Shows all Grade Center columns. You can also check “hidden” columns too.

Entering Grades using a Smart View

Once you have created a Smart View, you can easily enter grades for your selected students.

1. From the **Grade Center**, click on the double arrow next to the **Current View: Full Grade Center** and select your preferred **Smart View**.



Modifying and Deleting a Smart View

1. From the **Grade Center**, select **Manage** and select **Smart Views**.
2. Click on the double arrow to the right of the Smart View name and select **Edit** or **Delete**.

