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.

Creating Smart Views for Individual Students

Selecting the User Type of View allows the instructor to select individual students.

1. From the Grade Center, select Manage and select Smart Views. Select Create Smart View.

2. Enter a Name and Description (optional).

3. For selection criteria, select USER (View individual users). To select more than one student at a time, hold the CRL (command if on MAC) key on your keyboard.
4. Under **Filter Results**, choose the columns to display in the results from the drop-down menu then click **Submit**.

![Filter Results](image)

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

**Note:** After pressing Submit you will be brought back to your smart views. You must select the smart view you created as favorite to have it displayed under Grade Center in your Control Panel.

![Smart View](image)

**Creating Smart Views for Course Sections in a Merged Course**

To create a Smart View for each section of your course, this process will have to be done for each section.

1. From the Grade Center, select **Manage** and select **Smart Views**. Select **Create Smart View**.
2. Enter a **Name** and Description (optional). Check Add as Favorite to add the Smart View under Grade Center in your Control Panel.

![Smart View Information](image)

3. For selection criteria, select **CUSTOM**.
4. Select **Child Course ID** for **User Criteria**. Set **Condition** to **Equal to**, and then paste the Child Course ID of the section into **Value**.
   **Note:** The Child Course ID for each section can be found in your Grade Center under Child Course ID.
5. Click **Submit**

This process will then need to be repeated for each section.
Entering Grades using a Smart View

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

1. You can set up your Smart Views to have them listed under the Grade Center in your control panel.

2. From the Grade Center, select Manage and select Smart Views

3. Make sure that the items you would like to appear under Grade Center in the control panel are listed as a Favorite, and hit OK.
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.