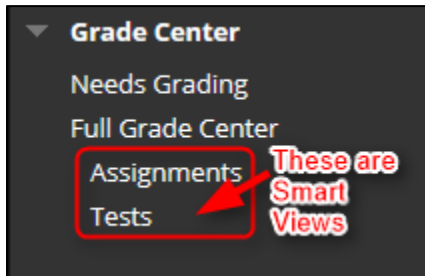


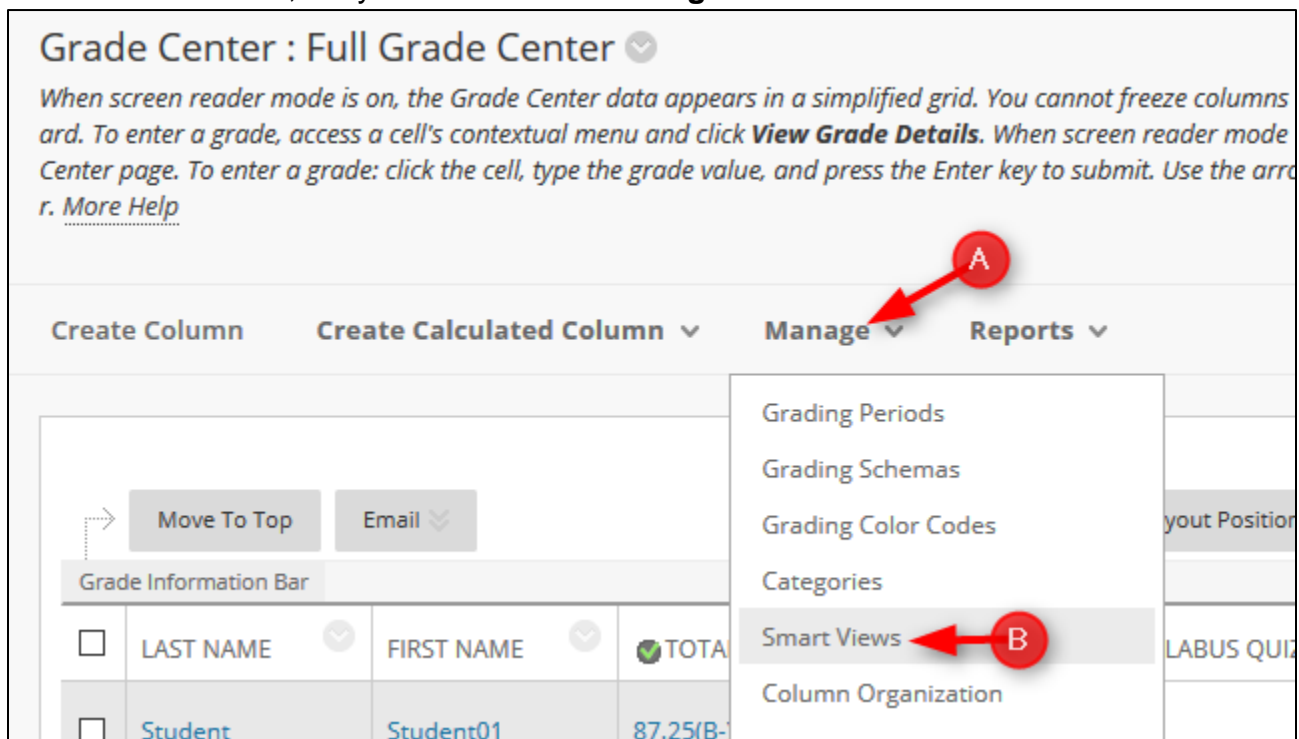
Creating a Smart View in the Grade Center

A Smart View is a focused look at the Grade Center. It shows only the data that matches a set of criteria. Smart Views are useful to quickly find data when the Grade Center includes a great number of students and columns.

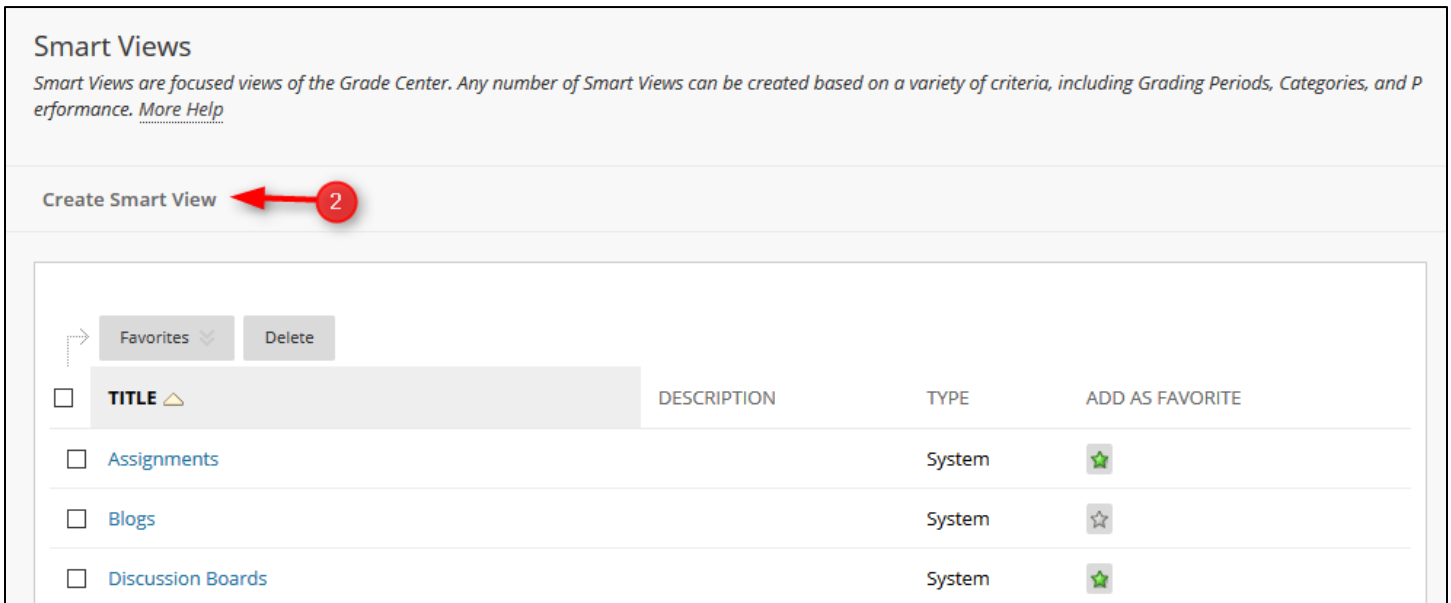


Directions to create a Smart View:

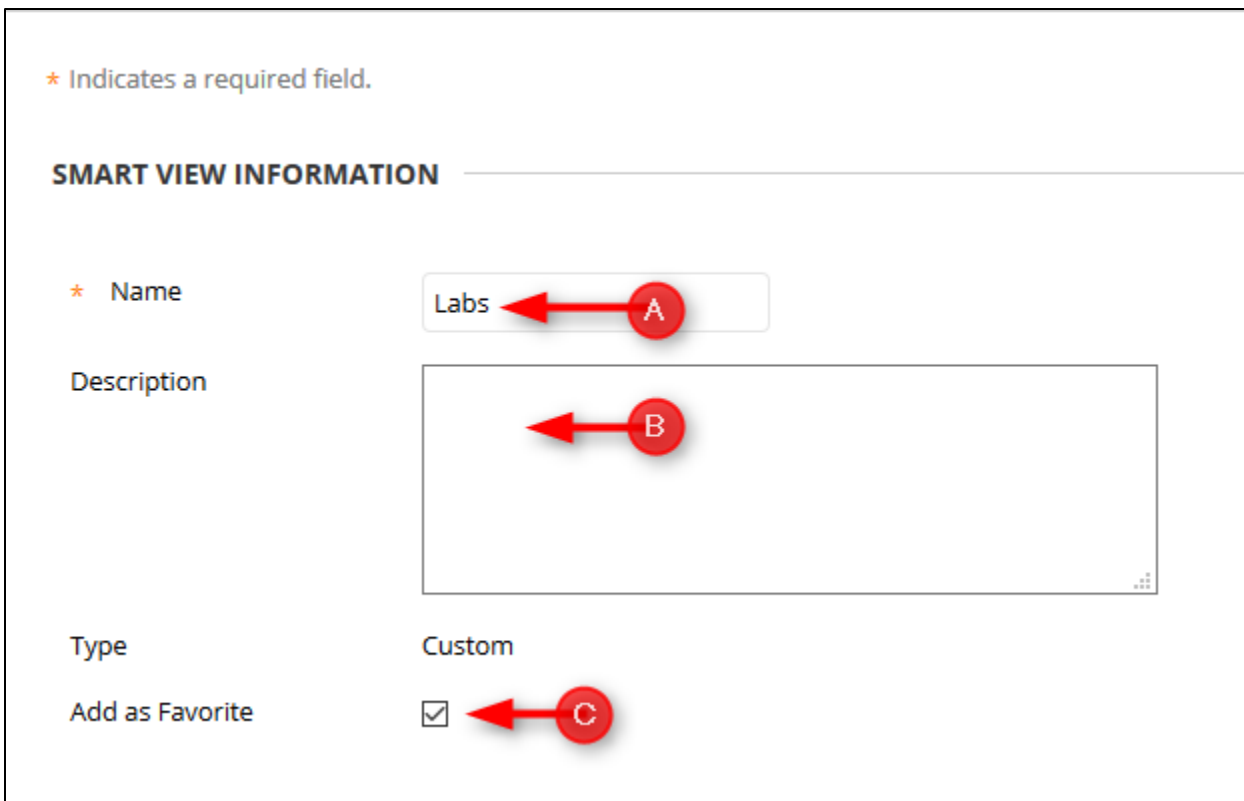
1. In the Grade Center, roll your mouse over **Manage** and click **Smart Views**.



2. In the Smart Views window, click **Create Smart View**



3. Type the **Name** of the Smart View, **description**, and **Add as Favorite** so you can see it in the Grade Center panel



4. Select the **Type of View**, **Select Criteria**, and **Filter Results**.

- a. In this example, we will add the following:
 - i. **Type of View:** Category and Status
 - ii. **Select Criteria:** Labs, all users
 - iii. **Filter Results:** All Status

SELECTION CRITERIA

Type of View **A**

- 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 **B**

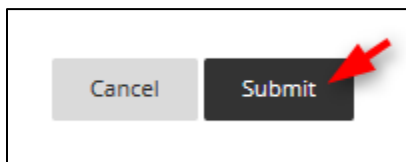
Select category and users to filter by status

Categories: Users: Include Hidden User Information

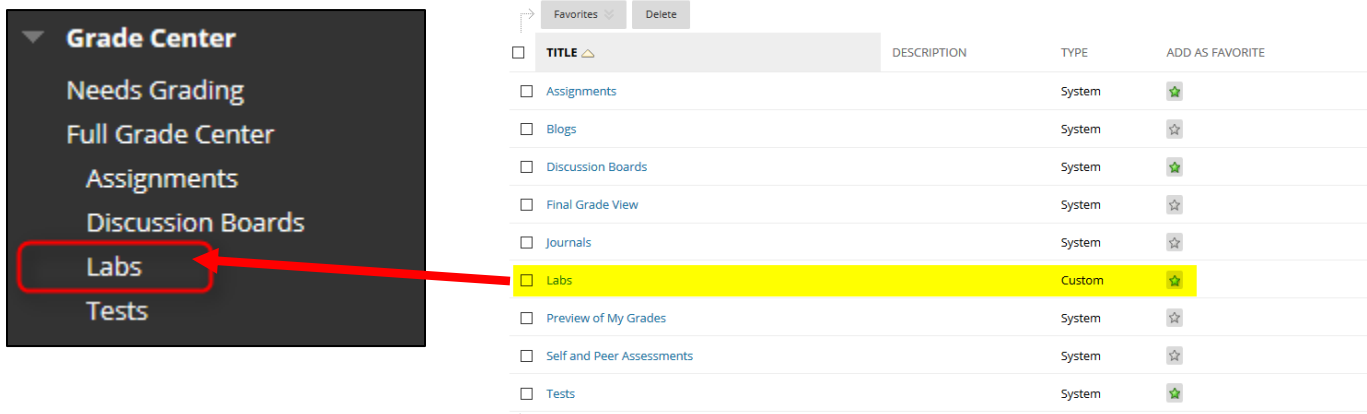
Filter Results **C**

Columns to Display in Results:

5. Click **Submit**



The **Labs** Smart View has been created and added to the Grade Center Panel.



The screenshot shows the Grade Center Panel on the left and a list of Smart Views on the right. The 'Labs' Smart View is highlighted in yellow. A red arrow points from the 'Labs' option in the Grade Center Panel to the highlighted 'Labs' Smart View in the list.

TITLE	DESCRIPTION	TYPE	ADD AS FAVORITE
Assignments		System	<input checked="" type="checkbox"/>
Blogs		System	<input type="checkbox"/>
Discussion Boards		System	<input checked="" type="checkbox"/>
Final Grade View		System	<input type="checkbox"/>
Journals		System	<input type="checkbox"/>
Labs		Custom	<input checked="" type="checkbox"/>
Preview of My Grades		System	<input type="checkbox"/>
Self and Peer Assessments		System	<input type="checkbox"/>
Tests		System	<input checked="" type="checkbox"/>