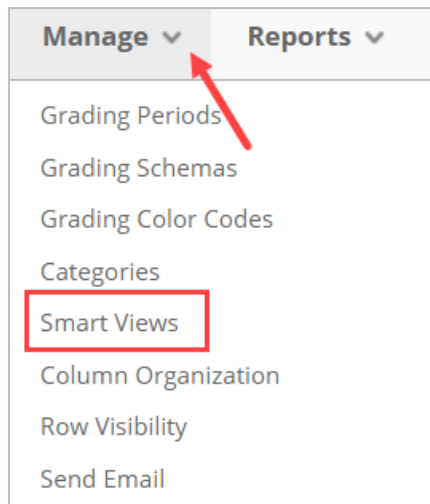


GRADE CENTER SMART VIEWS

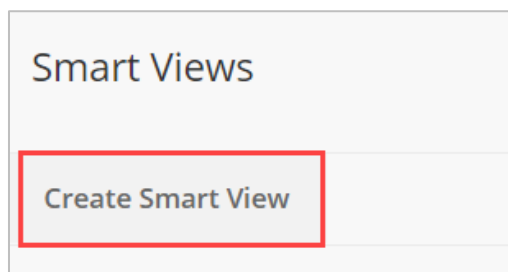
Smart Views allow you to view subsets of Grade Center rows or columns. This can be useful if you have groups of students you want to manage or types of assignments you want to compare (e.g., how are students progressing across discussions).

Instructions

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on Full **Grade Center**.
2. In the Grade Center, click **Manage** and then **Smart Views**.



3. The Smart Views page opens. Click on Create **Smart View**.



4. Enter a **name** for your Smart View. A **description** is optional but may be useful if you have more than one similarly named view or you are sharing the course with others (e.g. a model course) Click the **Add as Favorite box** if you want your Smart View to appear under the Grade Center left menu.

GRADE CENTER SMART VIEWS

SMART VIEW INFORMATION

* Name

Description

Type Custom

Add as Favorite ←

5. Select the criteria by which the view will filter. There are several options here, each with different sub-options. You can filter by Performance, User, Category and Status, or Custom (by a combination of filters).

Different Options available for each Type

SELECTION CRITERIA

Type of View

- 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.

Course Group: View subsections of students. Course Groups must be created before they can be used as selection criteria. (If you don't have groups set up in your course, you will not see this as an option).

Select Criteria *Select the groups to include in this Smart View.*

User Criteria: Condition: Value:

Groups 2

Groups 3

Groups 4

GRADE CENTER SMART VIEWS

Performance: View specific users based on performance on a single item (for example, view only those students who got less than 80 or higher on an exam or quiz).

Select Criteria *Select the user criteria to include*

User Criteria: Condition: Value:

User: View grades for one (or more) students. Filter results by specific criteria under the drop down menu.

Select Criteria *Select the users and columns to include in this Smart View. Hold c*

Users:

Filter Results *Columns to Display in Results:*

Include Hidden Information

Category and Status: View grades in a certain category for one (or more) students. Filter results by status (e.g. Completed, Needs Grading, etc).

Select Criteria *Select category and users to filter by status*

Categories: Users:

Filter Results *Columns to Display in Results:*



GRADE CENTER SMART VIEWS

Custom: View grades based on your own criteria.

Select Criteria *Select the users' grade criteria to benchmark.*

1	User Criteria: Grade on Midterm Exam (Score)	Condition: Greater than	Value: 59
2	User Criteria: Grade on Final Exam (Score)	Condition: Greater than	Value: 59

Delete

Add User Criteria

Formula Editor *Change the operators and insert parentheses to edit the formula.*

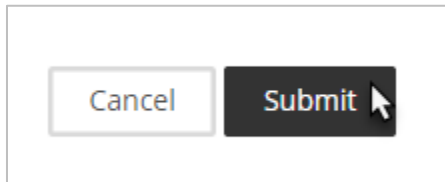
1 AND 2

Manually Edit

Filter Results *Columns to Display in Results:*

All Columns Include Hidden Information

6. When the appropriate choice is made, click **Submit** when done.



7. Smart Views will be listed on the left menu under Grade Center. Repeat above steps to create additional Smart Views.

