Creating and Using Smart Views in the Grade Center for Merged Courses

When courses are merged within Blackboard a column called “Section of Registration” will indicate which section each student is registered for. This is helpful when you want to enter grades by section or send out email to only a specific section of students.

Creating Smart Views

- From the Full Grade Center, you should see a Section of Registration column.

- From the Manage menu, select Smart Views.

- Enter a Name for the first section. You may also enter an optional Description and select this view as a Favorite.
• From the Type of View options, select the **Performance** radio button and then from the pull-down menu of User Criteria, select **Grade on Section of Registration**.

• In the **Value** field, enter a **colon** followed by the full **Course ID** and then another **colon** (e.g. `201192183010105`).

• Click **Submit**.
  • A green success message will be displayed and you can create additional Smart Views as needed.
Accessing a Smart View

- From the **Full Grade Center**, click on **Filter**. The Filter options will appear and you can select the appropriate **Smart View**.

![Smart View Access Example]

Emailing Students Using a Smart View

- **Select All** of the students in the Smart View by clicking the top checkmark – all students will have checkmarks indicated. From the **Email** menu, choose **Email Selected Users**.

![Emailing Students Example]