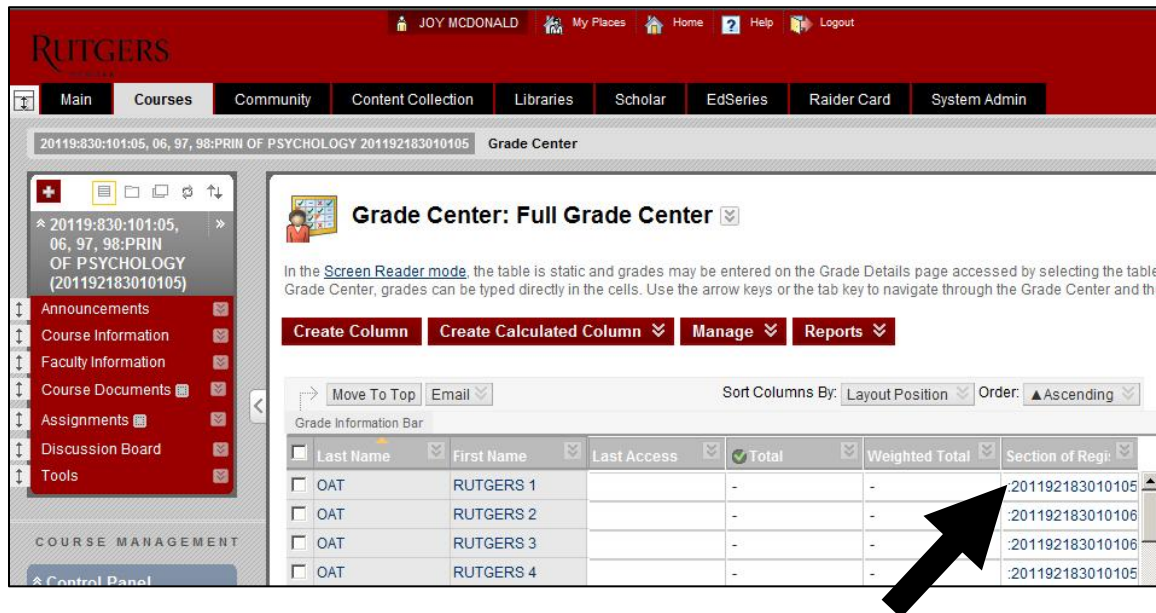


Creating and Using Smart Views in the Grade Center for Merged Courses

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.

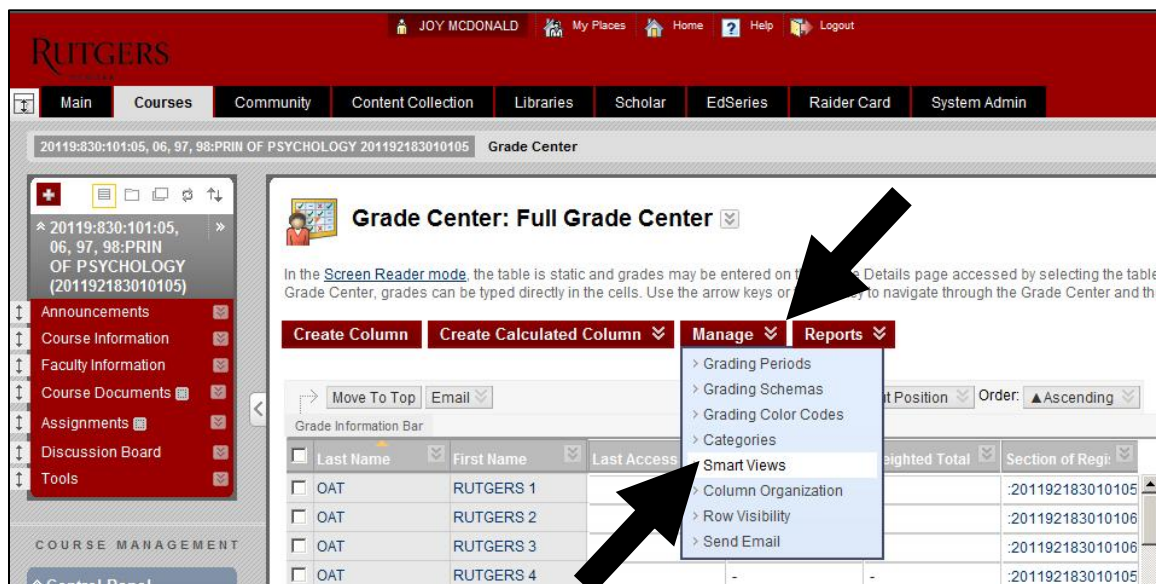
Creating Smart Views

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



The screenshot shows the Blackboard Grade Center interface for a merged course. The top navigation bar includes 'Main', 'Courses', 'Community', 'Content Collection', 'Libraries', 'Scholar', 'EdSeries', 'Raider Card', and 'System Admin'. The course title is '20119:830:101:05, 06, 97, 98:PRIN OF PSYCHOLOGY 201192183010105'. The main content area is titled 'Grade Center: Full Grade Center'. Below the title, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. A table with columns 'Last Name', 'First Name', 'Last Access', 'Total', 'Weighted Total', and 'Section of Regi' is displayed. The 'Section of Regi' column contains values like ':201192183010105'. A large black arrow points to the 'Section of Regi' column.

- From the **Manage** menu, select **Smart Views**.



The screenshot shows the Blackboard Grade Center interface with the 'Manage' menu open. The menu options are: 'Grading Periods', 'Grading Schemas', 'Grading Color Codes', 'Categories', 'Smart Views', 'Column Organization', 'Row Visibility', and 'Send Email'. A large black arrow points to the 'Smart Views' option. The table below the menu shows the same columns as the previous screenshot, with 'Last Name', 'First Name', 'Last Access', 'Total', 'Weighted Total', and 'Section of Regi'.

- Enter a **Name** for the first section. You may also enter an optional **Description** and select this view as a **Favorite**.

Create Smart View

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. [More Help](#)

* Indicates a required field. Cancel **Submit**

1. Smart View Information

* Name

Description

Type Custom

Add as 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**.

2. 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.

Select Criteria

Select the user criteria to include

User Criteria: Condition: Value:

Filter Results

Grade on Total (Score)

Grade on Weighted Total (Percentage)

Grade on Section of Registration (Text)

All Columns Include Hidden Information

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

2. 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.

Select Criteria

Select the user criteria to include

User Criteria: Condition: Value:

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

Success: Created Smart View: Section 98.

Smart Views

Smart Views are focused views of the Grade Center. Any number of Smart Views can be created based on a variety of criteria including Grading Periods, Categories, and Performance. Once saved, Smart Views become a selectable list item on the **Current View** drop-down menu of the Grade Center page. Any Smart View can be saved as the default view of the Grade Center or as a Favorite which can be accessed from the Control Panel. [More Help](#)

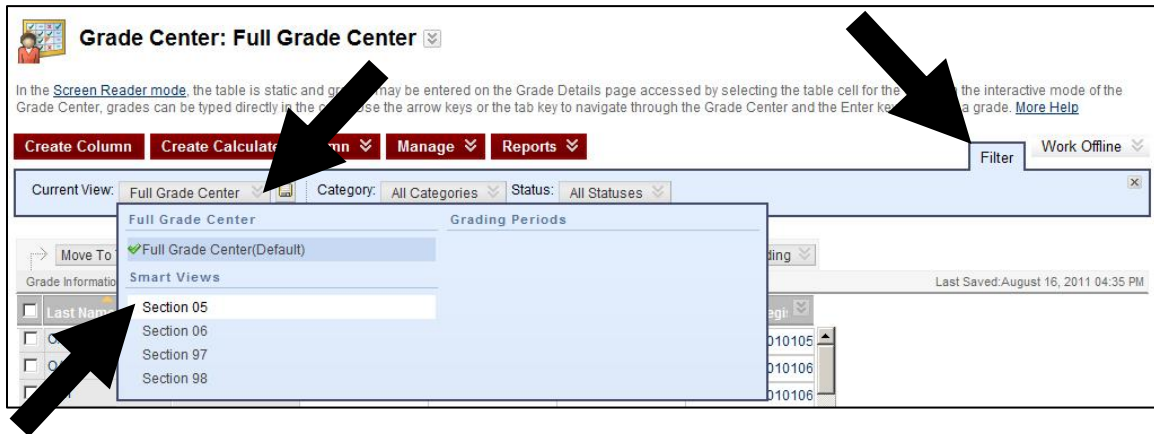
Create Smart View

Favorites

<input type="checkbox"/>	Title	Description	Type	Add as Favorite
<input type="checkbox"/>	Section 05		Custom	<input type="button" value="★"/>

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**.



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**.

