

Creating a Certain View of the Grade Center (Filter & Smart Views)

The **Filter** Bar enables instructors to create a certain view of the Grade Center based on three criteria: **Current View (Smart Views)**, **Category**, and **Status**. This can be especially useful when setting and reviewing grades for certain assessment items (e.g. assignments, tests, discussions, etc.) and/or of a particular status (e.g. completed, needs grading, etc.).

Filtering the Grade Center Information

1. To filter out the Grade Center information, click **Filter** next to Work Offline.
2. Select desired options. The Grade Center view will instantly change to reflect your settings.

NOTE: To set the view you have created as the default view of the Grade Center, click **Set Current View as Default** button next to the Current View drop down menu.

NOTE: To return to the view of the Full Grade Center, mouse over the text listed right next to **Current View** and select **Full Grade Center** from the drop-down menu.

Creating New Smart Views

1. Hover over **Manage** in the Grade Center.
2. Select **Smart Views**.
3. Click **Create Smart View**.
4. Type a **Name** for this new smart view and, optionally, a **Description**.
5. Set the **Selection Criteria**.
6. Click **Submit**.
7. Click **OK** to go back to the Full Grade Center.

NOTE: Once built and submitted, the new smart views will appear as a selectable list item on the Current View drop-down menu of the **Filter** bar.

Editing a Smart View

1. Hover over **Manage** in the Grade Center.
2. Select **Smart Views**.
3. Click the **Action Link** (the two arrows pointing downward) next to the Smart View you want to edit, and then click **Edit**.
4. Make the necessary changes in the **Edit Smart View** page.
5. Click **Submit**.
6. Click **OK** to go back to the Full Grade Center.

Adding a Smart View as Favorite

Smart Views can be added to the **Control Panel** through the use of **Favorites**.

To add a Smart View as a Favorite:

1. Hover over **Manage** in the Grade Center.
2. Select **Smart Views**.
3. Click the star icon under the **Favorite** column.
4. Click **OK** to go back to the Full Grade Center.

Smart View
within the Grade
Center menus

