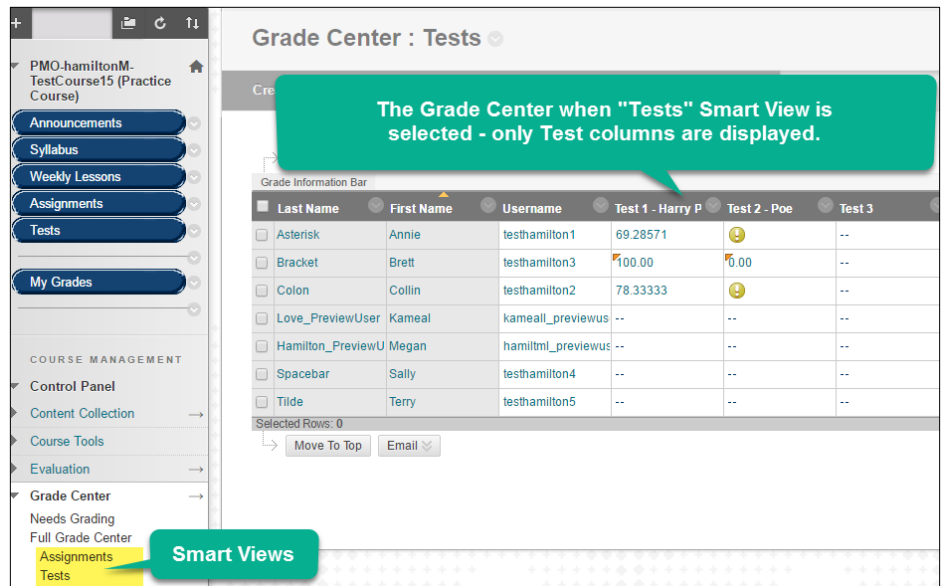


### Blackboard Learn

Instructors may filter the information that they see in a course's Grade Center using a feature called **Smart Views**.

Every Blackboard course contains a set of Smart View filters to view only Grade Center columns of a certain type, such as assignments, tests, discussion board, wiki, blog, and journal.

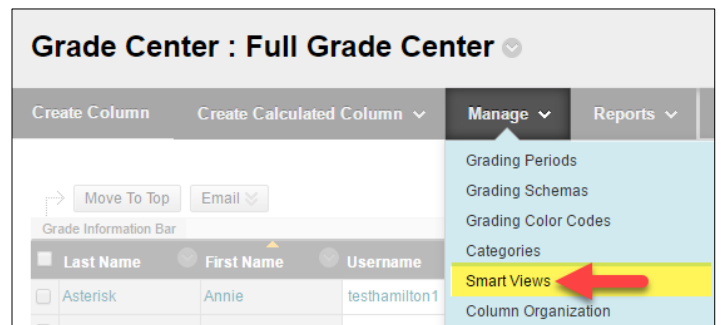
Instructors can create their own custom Smart View filters to view individual student grades or specific types of grades based on assessment type, grading status, or performance level.



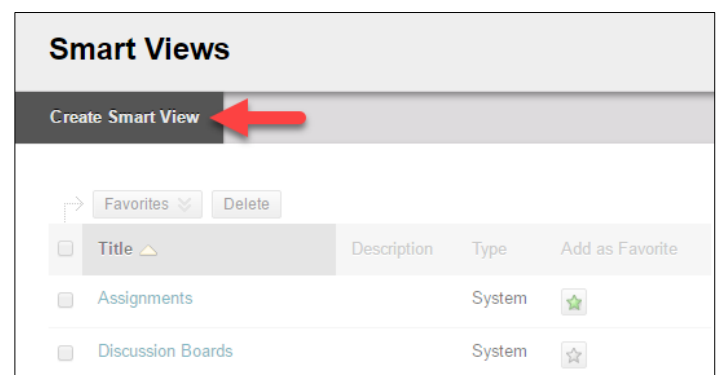
Last Name	First Name	Username	Test 1 - Harry P	Test 2 - Poe	Test 3
Asterisk	Annie	testhamilton1	69.28571	0.00	--
Bracket	Brett	testhamilton3	100.00	0.00	--
Colon	Collin	testhamilton2	78.33333	0.00	--
Love_PreviewUser	Kameal	kameall_previewus	--	--	--
Hamilton_PreviewU	Megan	hamiltm_previewus	--	--	--
Spacebar	Sally	testhamilton4	--	--	--
Tilde	Terry	testhamilton5	--	--	--

## Creating a Smart View Filter

1. In the Blackboard course's **FULL GRADE CENTER**, roll your mouse over the **MANAGE** button. In the drop-down menu that appears, select **SMART VIEWS**.
2. On the Smart Views page, click the **CREATE SMART VIEW** button.



Last Name	First Name	Username
Asterisk	Annie	testhamilton1



Title	Description	Type	Add as Favorite
Assignments		System	
Discussion Boards		System	

- The Create Smart View form will appear. Under **SMART VIEW INFORMATION**, give the Smart View a **NAME** and **DESCRIPTION**.

Check the **ADD AS FAVORITE** checkbox so that this Smart View is included in your course Control Panel's Grade Center menu.

**SMART VIEW INFORMATION**

Name:

Description:

Type: Custom

Add as Favorite:

- Scroll down to **SELECTION CRITERIA**. Here, select the **TYPE OF VIEW**, **CRITERIA**, and **FILTER RESULTS** options that you want to apply to the Smart View.

When you are done selecting your settings, click the **SUBMIT** button.

**SELECTION CRITERIA**

Type of View:  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: User Criteria:  Condition:   
Value:

Filter Results:

- The Smart View will be added to your your course Control Panel's Grade Center menu.

Click on your custom Smart View link to view the Grade Center using the Smart View.

To exit the Smart View, click on the **Full Grade Center** link in the Grade Center menu.

PMO-hamiltonM-TestCourse15 (Practice Course)

- Announcements
- Syllabus
- Weekly Lessons
- Assignments
- Tests
- My Grades

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
  - Needs Grading
  - Full Grade Center
  - Assignments
  - Low Test 1 Scores
  - Tests

**Grade Center : Low Test 1 Scores**

Create Column Create Calculated Column Manage Report

Grade Information Bar

Last Name	First Name	Username	Test 1 - Harry P
Asterisk	Annie	testhamilton1	69.28571
Hamilton_PreviewU	Megan	hamiltm_previewus	50.00
Love_PreviewUser	Kameal	kameall_previewus	60.00

Selected Rows: 0

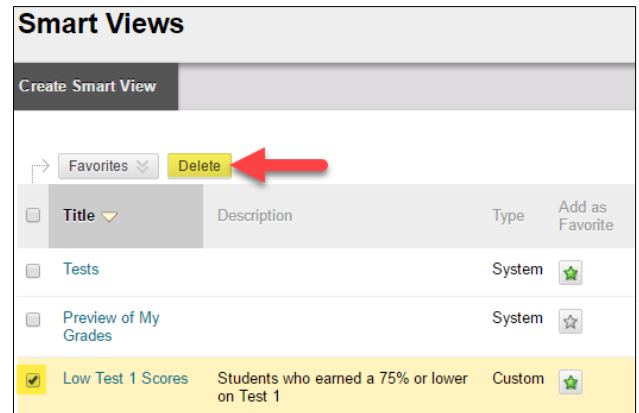
**Results - The custom Smart View displays the students with low scores on test 1.**

## Deleting a Smart View from the Grade Center Menu

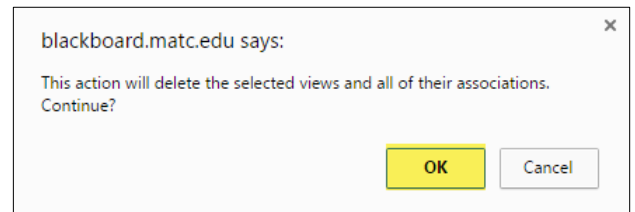
You may delete *custom* Smart Views that you created from your Grade Center. Be aware that *system* Smart Views are *not* deletable, but you can hide them from your Grade Center menu from the “Add as Favorite” tool.

1. In the Blackboard course’s **FULL GRADE CENTER**, roll your mouse over the **MANAGE** button. In the drop-down menu that appears, select **SMART VIEWS**.

2. On the Smart Views page, locate the custom smart view that you want to delete. Check the checkbox for this item and click the **DELETE** button.



3. A confirmation pop-up will appear. Click **OK** to confirm that you want to delete the selected Smart View.



4. If you are successful, you will see a confirmation message on the screen.

**Success: The Smart View was deleted.**

## Smart View Favorites

When viewing the Smart Views page, you will use the “Add as Favorite” tool to include or hide the Smart Views in your course Control Panel’s Grade Center menu. Smart Views with a green star icon are “favorites” – they are added to the Grade Center menu.

- **To include a Smart View in the Grade Center menu**, click on its gray ☆ icon so that it turns into a green ☆ icon.
- **To hide a Smart View from the Grade Center menu**, click on its green ☆ icon so that it turns into a gray ☆ icon.

