Creating Smart Views

Smart Views are focused views of the Grade Center based on specified criteria. Through a Smart View, instructors can view areas of the Grade Center based on performance criteria, grading periods, groups, and categories to quickly track students. Smart Views are useful to quickly find data when the Grade Center includes a great number of Students and Columns.

Once created, Smart Views become a selectable list item on the Current View drop-down list of the Grade Center page, enabling easy navigation from one view to another.

To Create a Smart View

1) Within your Grade Center, click on **MANAGE** and from the drop-down menu, select **SMART VIEWS**.

2) On the Smart Views page, click the **CREATE SMART VIEW** button.

3) On the **CREATE MY VIEW** page, fill out the following sections...

   **Section 1 (Smart View Information)**: Give your view a name. A description is optional.

   **Section 2 (Selection Criteria)**: Select the type of view you want to create, its criteria, and filter results.

When you are done, click **SUBMIT**.

Your new view will be added to the Current View drop-down menu in the Grade Center.
1. In your Grade Center, click on the **FILTER** button. A **CURRENT VIEW** menu will appear.

2. Click the **FULL GRADE CENTER (DEFAULT)** button to display the menu options.

3. Under the **SMART VIEWS** section of the menu, click any smart view listed there.
4. In the Grade Center, only the columns associated with the smart view will appear. This will simplify your view of the Grade Center.