

Grade Center – Smart View – Creating

This handout will walk through creating Smart Views (tailored views of students' progress). Smart Views allow the instructor to see specific information in the course; consider the following examples:

- Show all active students who made 60 or below on one or more tests.
- Show all students whose course average is 90 or above.
- Show all students whose course average is 60 or below.
- Show the full grade center for a specific set of students such as dual enrollment or VA.

By default, Blackboard creates 8 Smart Views; two of which (Assignments and Tests) appear under the Full Grade Center on the Control Panel menu (this is the favorites location and can be customized).

Below are the basic instructions for adding a smart view and setting favorites; page two shows the specific configuration examples for some of the scenarios above as examples.

To Create a Smart View

1. Access the course and go to the Full Grade Center.
2. Select **Manage** and choose **Smart Views**.
3. Select the **Create Smart View** button.
 - Provide a **name** for the Smart View.
 - (Optional) Check *Add as Favorite* if the view should appear on the course menu for the Grade Center.
 - Decide on the **type** of view.
 - Define the **criteria**.
 - Define the **filters**.
 - Select the **Submit** button.

To Set a Smart View as a Favorite


1. Access the course and go to the Full Grade Center.
2. Select **Manage** and choose **Smart Views**.
3. Any Smart View set as a favorite will have a green star under the column *Add as Favorite*.
 - Turn off the star to remove from favorites.
 - Turn on the star to add to favorites.





Title	Description	Type	Add as Favorite
Assignments		System	
Blogs		System	
Discussion Boards		System	

“A Students” – All Students with a Grade of 90 or Greater

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 *Select the user criteria to include*
 User Criteria: Condition: Value:


Filter Results *Columns to Display in Results:*
 ☐ Include Hidden Information


“Low Test Scores” – All Active Students with a Grade of 60 or Below on 1 or More Tests


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 *Select the users' grade criteria to benchmark.*

 1 User Criteria: Condition: ☒ Available / ☐ Unavailable

 2 User Criteria: Condition: Value:

 3 User Criteria: Condition: Value:

Formula Editor *Change the operators and insert parentheses to edit the formula.*



Filter Results *Columns to Display in Results:*


NOTE: The key here is having each test in the criteria and using OR for those criteria in the formula editor. The formula reads “show me all students who meet criteria one (active status) and have a 60 or below on Test 1 OR Test 2”.

If there had been additional tests as criteria numbers 4 and 5 the formula would be 1 AND (2 OR 3 OR 4 OR 5). Use the Manually Edit button to change the default formula.