

# Blackboard Learn

## Creating Smart Views in the Full Grade Center

Smart views divide the Full Grade Center into different sections based on instructor chosen criteria. One common use of Smart Views is to split a cross-listed course up into 2+ Grade Center views for each individual class.

### Step 1 – Viewing Smart Views

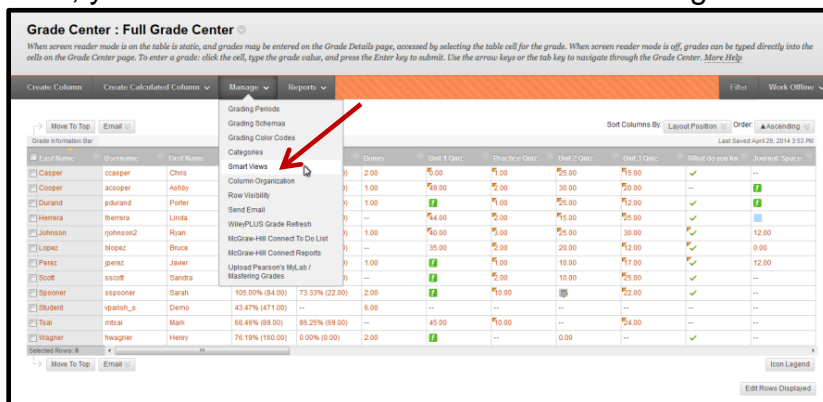
There are two smart views set up in every course by default in Blackboard Learn. These are called “Assignments” and “Tests” and can be found in the control panel under the expanded Grade Center section. These sections show only what they are labeled (i.e. “Assignments” shows only assignments while “Tests” shows only course exams.)



Notice the Full Grade Center (everything still combined) is still available. This view will never disappear. Smart views just allow you to set up additional ways to view the grades.

### Step 2 – Creating Smart Views

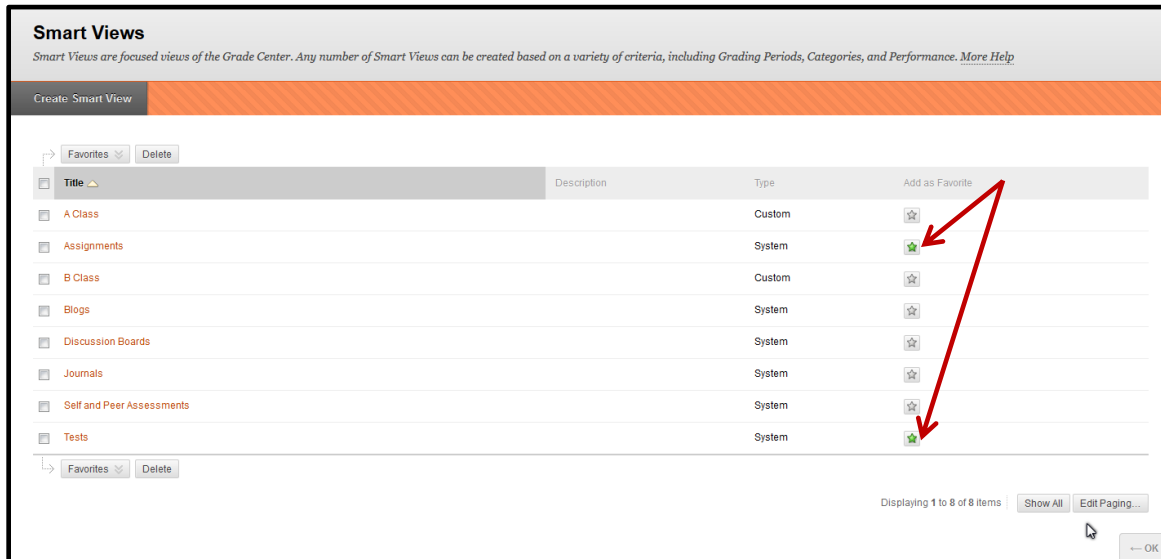
To create a new Smart view, you will begin by accessing the Full Grade Center. From here, you will select Smart Views from the Manage tab.



Student Name	Score	Percentage	Grade								
Casper, cccasper, Chris	2.00	75.00	F								
Cooper, ccooper, Ashby	1.00	75.00	F								
Darand, ddarand, Purner	1.00	75.00	F								
Herrera, hherrera, Linda	1.00	75.00	F								
Johnson, jjohnson2, Ryan	1.00	75.00	F								
Lopez, llopez, Bruce	1.00	75.00	F								
Peretz, pperetz, Javier	1.00	75.00	F								
Scott, sscott, Sandra	1.00	75.00	F								
Spooner, spooner, Sarah	105.00%	(84.00)	73.33%	(22.00)	2.00	75.00	F				
Student, upattal_s, Demo	43.47%	(471.00)	...	6.00	...	...	...				
Tal, mtal, Mark	68.48%	(89.00)	68.25%	(89.00)	...	45.00	75.00	...	54.00	...	...
Wagner, hwagner, Henry	76.19%	(160.00)	0.00%	(0.00)	2.00	75.00	F	...	0.00	...	...

### Step 3

This will open the Smart Views screen, which will show you every Smart View available that has already been created. There are many smart views created automatically when your course is generated.



**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. [More Help](#)*

Create Smart View

→ Favorites ▾ Delete

<input type="checkbox"/>	Title ▲	Description	Type	Add as Favorite
<input type="checkbox"/>	A Class		Custom	<input type="checkbox"/>
<input type="checkbox"/>	Assignments		System	<input checked="" type="checkbox"/>
<input type="checkbox"/>	B Class		Custom	<input type="checkbox"/>
<input type="checkbox"/>	Blogs		System	<input type="checkbox"/>
<input type="checkbox"/>	Discussion Boards		System	<input type="checkbox"/>
<input type="checkbox"/>	Journals		System	<input type="checkbox"/>
<input type="checkbox"/>	Self and Peer Assessments		System	<input type="checkbox"/>
<input type="checkbox"/>	Tests		System	<input checked="" type="checkbox"/>

→ Favorites ▾ Delete

Displaying 1 to 8 of 8 items Show All Edit Paging...

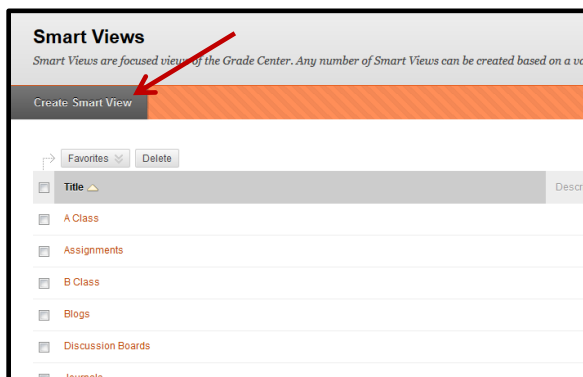
← OK



Notice Assignments and Tests views have green stars at the end of the row. The stars denote these as a “Favorite” which makes them available from the Control Panel (See Step 1).

### Step 4

To create a new Smart View, choose the Create Smart View button.



**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. [More Help](#)*

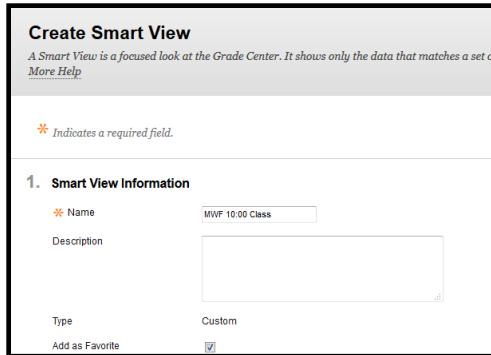
Create Smart View

→ Favorites ▾ Delete

<input type="checkbox"/>	Title ▲	Description
<input type="checkbox"/>	A Class	
<input type="checkbox"/>	Assignments	
<input type="checkbox"/>	B Class	
<input type="checkbox"/>	Blogs	
<input type="checkbox"/>	Discussion Boards	
<input type="checkbox"/>	Journals	

## Step 5

From the Create Smart View page, first fill in the basic information about the view being created. Give it a name, add a description (optional), and check Add as Favorite if you want this view to be visible from the Control Panel.



**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.  
[More Help](#)

\* Indicates a required field.

**1. Smart View Information**

\* Name: MWF 10:00 Class

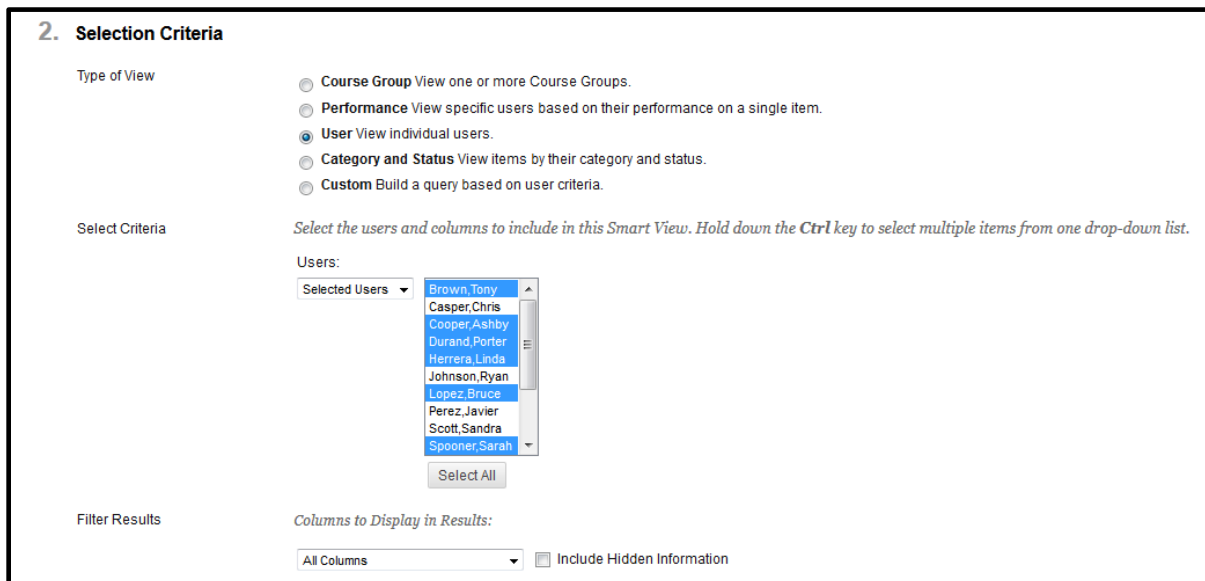
Description: [Text Area]

Type: Custom

Add as Favorite:

## Step 6

The next step is to set up the criteria to specify what will show in the Smart View. In keeping with the example of separating out a course into a specific group of students, this example shows the selections of (a) “User” to view individual users, (b) selecting the specific users to show in this Smart View, and (c) the results showing All Columns in the Grade Center for these users.



**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 users and columns to include in this Smart View. Hold down the Ctrl key to select multiple items from one drop-down list.*

Users:

Selected Users: [Dropdown]

- Brown, Tony
- Casper, Chris
- Cooper, Ashby
- Durand, Porter
- Herrera, Linda
- Johnson, Ryan
- Lopez, Bruce
- Perez, Javier
- Scott, Sandra
- Spooner, Sarah

[Select All]

Filter Results

Columns to Display in Results:

All Columns [Dropdown]  Include Hidden Information

## Step 7 – Available Selection Criteria

There are more selection criteria available than what this example shows. Below is a list of the types of views available and the criteria that can be related to each view.

- **Course Group:** View one or more course groups
  - Views can be created based upon groups of students (groups previously set up in the Groups tool) or on not being in a particular group.
- **Performance:** View specific users based on their performance on a single item
  - This criteria is based on any one gradable item.
  - The condition to be met can be greater than, less than, equal to, or between grades. The condition can also be based on completion status.
- **User:** View individual users
  - As shown in the example, this is useful for choosing specific students.
- **Category and Status:** View items by their category and status
  - View is based on categories of gradable items (eg. assignments, tests, discussions, blogs, lab quizzes, etc.).
  - View can be further limited to certain users or all users.
  - View can be further limited to specific completion statuses or all statuses.
- **Custom:** Build a query based on user criteria
  - This criteria can limit the view to any particular grade center column (including name, last access, ID, availability, or even Course ID).
  - Multiple criteria can be added and customized to further narrow results.



Blackboard

For more detailed information on the available selection criteria, visit <http://bitly.com/BbSmartViews>.

## Step 8

After you have set up the selection criteria for this smart view, click the submit button (at the top or bottom of the page) to finish creating the new Smart View.

Now from the Smart Views page, there should be a new Smart View listed. If checked as a “Favorite,” it should also have a green star and also show in the Control Panel.

The screenshot displays the 'Create Smart View' interface. It features a table with columns for 'Title', 'Description', 'Type', and 'Add as Favorite'. The table lists several smart views, including 'A Class', 'Assignments', 'B Class', 'Blogs', 'Discussion Boards', 'Journals', 'MWF 10:00 Class', 'Self and Peer Assessments', and 'Tests'. The 'MWF 10:00 Class' row is highlighted with a green star in the 'Add as Favorite' column. A red arrow points from this star to the 'MWF 10:00 Class Tests' item in the 'Control Panel' on the right. Another red arrow points from the 'MWF 10:00 Class' row to the 'MWF 10:00 Class' item in the 'Control Panel'. The 'Control Panel' on the right is a sidebar with a tree view showing various system components like 'Files', 'Course Tools', 'Evaluation', 'Grade Center', 'Users and Groups', 'Customization', 'Packages and Utilities', and 'Help'. The 'Grade Center' section is expanded, showing 'Needs Grading', 'Full Grade Center', 'Assignments', 'MWF 10:00 Class', and 'Tests'.

Title	Description	Type	Add as Favorite
A Class		Custom	<input type="checkbox"/>
Assignments		System	<input checked="" type="checkbox"/>
B Class		Custom	<input type="checkbox"/>
Blogs		System	<input type="checkbox"/>
Discussion Boards		System	<input type="checkbox"/>
Journals		System	<input type="checkbox"/>
MWF 10:00 Class		Custom	<input checked="" type="checkbox"/>
Self and Peer Assessments		System	<input type="checkbox"/>
Tests		System	<input checked="" type="checkbox"/>