

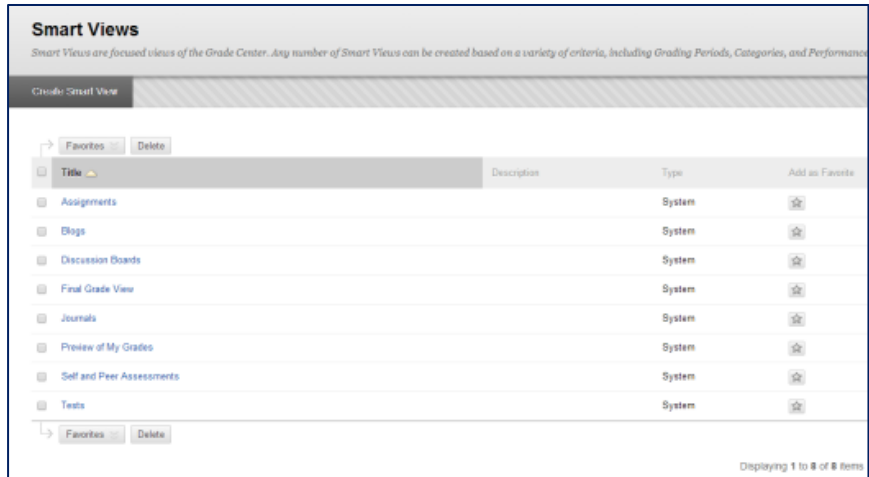
Flexible Learning - Blackboard

Using Grade Center Smart Views

A smart view is a focused look at the Grade Center. It shows only the columns that match a set of criteria, and the view is saved for continued use. When the Grade Center includes a great number of students and columns, you can use smart views to quickly find data.

Use the following steps to access the list of smart views.

1. In the Grade Center, point to **Manage**.
2. Select **Smart Views**.
3. On the **Smart Views** page, the list of smart views appears. In the **Type** column, all default smart views are designated as **System**. When you create your own smart views, **Custom** appears in the **Type** column.




Title	Description	Type	Add as Favorite
Assignments		System	
Blogs		System	
Discussion Boards		System	
First Grade View		System	
Journals		System	
Preview of My Grades		System	
Self and Peer Assessments		System	
Tests		System	

4. Click a smart view title to open the Grade Center with the appropriate columns in the grid.

You can edit and copy default system smart views, but you cannot delete them. Access a smart view's contextual menu for options.

How to Add Smart Views to the Favorite List

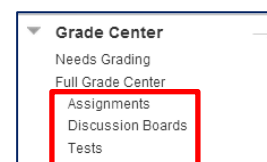
You can add smart views to the favorites list on the **Control Panel** so you can access them easily.

1. In the Grade Center, point to **Manage**.
2. Select **Smart Views**.
3. On the **Smart Views** page, click the star icon () in the **Add as Favorite** column.

-OR-

Select one or multiple check boxes, click **Favorites** on the action bar to access the drop-down list, and select **Add to Favorites**.

4. In the **Grade Center** section of the **Control Panel**, favorite smart views appear in alphabetical order in the indented list in the **Full Grade Center** section.



****Instructors may also develop Custom Smart views by clicking on the Create Smart View button.**