

How to Set Up Smart Views (Bb)

This document will use Grading Period and Smart Views to customize how instructors view the Grade Centre.

Prior to beginning, decide how you want to view your Grade Centre – do you use chapters, units, modules, etc.

For this example, I will be using Chapters

Step 1:

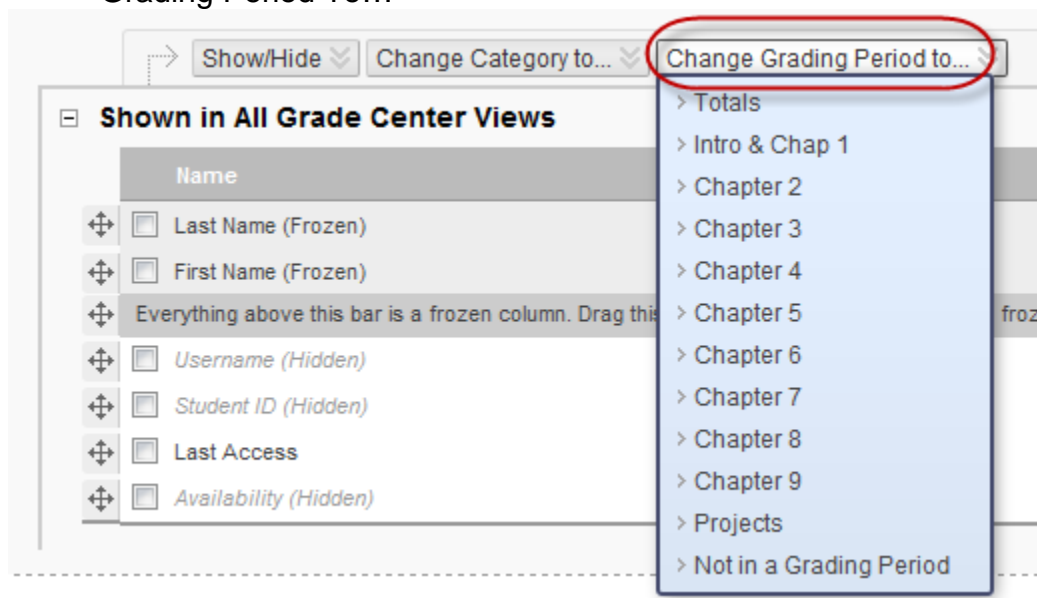
Create Grading Periods

- In Grade Centre, select → Manage → Grading Periods
- To create the grading period, click on Create Grading Period
- Create as many as you need for your course

Step 2:

Organize assignments/tests by Grading Period

- In Grade Centre, select → Manage → Column Organization
- Select assignments/tests that belong in your first grading period (Chapter 1)
- From the drop-down list (at the top of the page or the bottom), select Change Grading Period To...



- Organize all assignments/tests into the appropriate Grading Period
- **be sure to select **SUBMIT** to SAVE the changes

Step 3:

Create Smart Views

- From Grade Centre, select → Manage → Smart Views
- Select Create Smart View (see snapshot below)
 - o Type in a name for the Smart View
 - o Select “Add as Favorite” (so this view will show on your menu)
 - o Type of View → select User
 - o Select Criteria → All Users
 - o Filter Results → Selected Grading Periods Only
 - Ex --- If this is Chapter 6 smart view, I would select Chapter 6 grading period.

1. Smart View Information

★ Name

Description

Type Select this option so that the Smart View shows on your menu.

Add as Favorite

2. Selection Criteria

Type of View

- Class Group** View one or more Class 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 Include Hidden User Information

Filter Results Include Hidden Information

All Columns
 None (Show user information only)
 All columns shown to users
 All columns hidden from users
 Selected Columns Only
 Selected Categories Only
 Selected Grading Periods Only

3. Submit

- Create smart views for all of the grading periods → HINT: you can copy a Smart View and then edit it.

Once you have created your Smart Views, your menu now should look similar to the snap shot on the right

