Smart Views

Description – create Smart Views of Grade Center to save time on task of grading

1. Create Categories
   a. Go to the Full Grade Center
   b. Click on Manage on the top menu
   c. Scroll down to Categories
   d. Create a Category for each of your assignment types (i.e. Exams, Research Paper, and more). You can use any of the default types listed too.

2. Assign Categories to Columns
   a. Go to the Full Grade Center
   b. Click on Manage on the top menu
   c. Scroll down to Column Organization
   d. Scroll down to view your Grade Center columns and categories (listed to right of each column name)
   e. Each column should be aligned with the appropriate category. To do this, select the box to the left of the column name (you can select multiple columns/boxes) and, then, scroll to the top or bottom of the page and click Change Category to...
   f. Select the appropriate category
   g. Repeat this process for each column/category type
   h. Click Submit

3. Create Smart Views
   a. Go to the Full Grade Center
   b. Click on Manage on the top menu
   c. Scroll down to Smart Views
   d. Create a Smart View to match each Category that you created in Step 1
      i. Click Create Smart View
      ii. Type name to match a category such as “Research Paper” if you have a “Research Paper” category
      iii. Select Add as Favorite (this will place the Smart View under Grade Center in the Control Panel)
      iv. Select Category and Status in section 2
      v. Under Select Criteria, match category to Smart View under Categories
vi. Under **Users**, use drop-down menu to choose **All Users**

vii. Click **Submit**

viii. Repeat this process for every Smart View. If using a default Smart View, you will need to edit and set each Smart View (action link to right of Smart View name)

ix. Only your categories/Smart Views should be added as Favorites. Deselect items that you are not using.

Your Smart Views should now be listed under **Grade Center** in the **Control Panel**