Grade Center Smart Views

In Blackboard 9.1, you can create “Smart Views” of the Grade Center. A “Smart View” is a focused look at the Grade Center. It shows only the data that matches a set of criteria you’ve set. “Smart Views” are useful to quickly find data when the Grade Center includes a great number of students or columns. Several default Smart Views included in all Bb 9.1 course shells are found in the “Filter” submenu in the Grade Center. Those that are marked as “Favorites” are immediately accessible via links under the Grade Center item in the Control Panel. There are three default Favorite Smart Views in Bb 9.1—“Needs Graded,” “Assignments,” and “Tests.”

Create Smart Views of the Grade Center:

1. Login to Blackboard 9.1
2. Enter the course in which you wish to work.
3. In the Control Panel, click on the Grade Center entry, then on Full Grade Center.
4. Click on the Filter button to reveal choices for filters:

5. Click on the Current View to reveal the default Smart Views:

6. To create your own “Smart View,” click the Manage button and select Smart Views from the drop-down menu.
7. On the “Smart Views” page, click the Create Smart View button.
8. Enter a name and decide if you want the “Smart View” to be a “Favorite” (it will be visible in the Grade Center submenu within the Control Panel).
9. In section 2, set the type of view, the selection criteria, and the filter results columns.
10. When finished, click Submit.
11. You will be returned to the Smart Views page. To see your newly created “Smart View,” just click on the Name.