Grade Center Filters

In Blackboard 9.1, you can sort the Grade Center rows and columns using different “Filters.” The filters include “Categories” and “Statuses.” “Categories” sort by column (the type of item), while “Statuses” sort by users’ grade cells (progress on submissions). Some filters you might use often enough that you want to save the resulting view of the Grade Center. (See documentation “Create Smart Views for the Grade Center”)

Filter 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:
   a. Current View: Lists available Smart Views (Favorites noted with green check icons), with the current view highlighted
   b. Category: Lists categories of submissions in order to sort by grading column
   c. Status: Lists submission/grade statuses to sort by individual grade cells and users
5. Once you click on a **filter**, the Grade Center view will immediately refresh to show you only those columns/users/submissions that conform to your selected filter.

**NOTE:** To return to the Full Grade Center, you can click the **Full Grade Center selection** for “Current View” under the Filters, or you can click on the **Full Grade Center Smart View link** in the Control Panel.