Grade Center – Smart Views

You should already have a basic understanding of Grade Center before you start. If not, view the “Grade Center – Overview” tutorial first.

Smart Views are specially created views of the Grade Center based on a variety of criteria. Once a Smart View has been created and saved, it becomes an item in the Current View down arrow chevrons. You can toggle back and forth between the Full Grade Center, Smart Views and Grading Periods.

1. To create a Smart View, click on Control Panel.

2. Go to the Assessment section and select ‘Grade Center’.

3. Select Manage and click Smart Views.
4. On the Smart Views screen, click **Add Smart View**

5. Enter a name and description for the Smart View.

   Under the Selection Criteria section, there are four different views you can choose to create.
• **Group** view allows you to view groups of students from different locations. For example, you may wish to create a view that displays only the students from Sydney Campus.

![Group View](image)

• **Benchmark** view enables you to view students based on their performance. For example, you may wish to identify students who have a score of 80 or more on one of the assessments.

![Benchmark View](image)

• **Focus** allows you to monitor the progress of a selected number of students. To select more than one student, hold the CTRL key as you click the names.

![Focus View](image)

• Lastly, **Investigate** builds a full query view based on students attributes. This view provides other advanced functions for you to explore.

![Investigate View](image)
6. Once you have selected the appropriate criteria, click **Submit**.

7. Upon returning to the **Smart Views** screen, you will see a notification banner informing you that your smart view has been successfully added.

You will also note that the ‘Sydney Students’ Smart View you have created has been added to the list of Smart Views.
8. To modify the criteria that you have set for each Smart View. Click on **Modify**.

You will see the **Modify Smart View** screen. Edit the criteria as needed.

9. Once a Smart View has been created, it can be used by all the teaching staff for the unit. To toggle between the **Full Grade Center** and your created **Smart Views**, return to the Grade Center screen. Click the down arrow chevrons for Current View and select the desired Smart View.

10. This is the end of the ‘Grade Center – Smart Views’ tutorial.