Blackboard
Faculty Tutorial

Grade Center- Modifying, Removing, or Setting Default Smart View

Once a Smart View has been created, it can be modified, removed, or set as the default view in the Grade Center. This tutorial assumes a Smart View has been created. For assistance with this, see the tutorial entitled Using Smart Views.

Modifying a Smart View
Once created, a Smart View can be later modified. To modify a Smart View:

1. Hover over the **Manage** menu in the **Grade Center** and select **Smart Views**.

2. Find the Smart View to change, click on the **Action Menu** button for that item, and click **Edit**.

3. Make the desired changes.

4. When finished, click **Submit** to save changes.

Removing a Smart View
Smart Views can be removed when no longer necessary. Removing a Smart View does not remove any grading data from the system. To remove a Smart View:

1. Hover over the **Manage** menu in the **Grade Center** and select **Smart Views**.
2. Find the Smart View to delete, click the **Action Menu** button, and select **Delete**.

3. Click **OK** to delete the Smart View.

### Setting the Default Grade Center View
The default setting for the **Current View** of the Grade Center displays the **Full Grade Center**. To change default Current View:

1. Move the cursor over the **Current View** menu in the Grade Center and select the desired Smart View.

2. With the desired view selected, click **Set as Default**.

The default setting will persist across sessions. The selected view will display when any user enters the Grade Center. The default view can be changed at any time following the same procedure.