Grade Center- Using Smart Views

Smart Views provide focused views of the Grade Center based on a variety of student criteria. A Smart View could be created based on group membership, performance criteria for gradable items such as Assessments or Assignments or any combination of these. There are four different types of Smart Views that specify the Student information:

- **Group** allows the Instructor to select a Group, previously defined within the Users & Groups area of the Control Panel.

- **Benchmark** allows the Instructor to select Students based on their grade performance.

- **Focus** allows the Instructor to select individual Students.

- **Investigate** allows the Instructor to select from a full list of Student attributes; this is a combination of the options of the other three Smart Views.

Once built and saved, Smart Views become a selectable list item on the **Current View** drop-down menu of the Grade Center page, enabling easy navigation from one view to another. Any Smart View can be saved as the default view of the Grade Center. The current default view can be changed at any time. See *Modifying, Removing, and Setting Default Smart Views* for more information.

**Adding a Group Smart View**

Smart Views of Grade Center data can be based on Groups that have been created in a Course.

**NOTE:** A Group must be created before they can be selected for a Smart View

1. In the **Grade Center**, hover over the **Manage** menu and click **Smart Views**.

2. Click on **Create Smart View**.

3. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View menu in the Grade Center. It will also appear as a link to the Smart View on the Smart Views screen.
4. Enter a **Description** of the Smart View (optional).

![Smart View Information Table]

5. Select **Group** for **Type of View**.

6. Select the name of the group under **Select Criteria**.

7. Choose the desired criterion under **Filter Results**.

8. Click **Submit** when finished.

**Adding a Benchmark Smart View**

A Benchmark Smart View is a view of the Grade Center based on a class’s performance on a single gradable item such as a mid-term exam.

1. In the **Grade Center**, hover over the **Manage** menu and click **Smart Views**.

2. Click on **Create Smart View**.
3. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View menu of the Grade Center. It will also appear as a link to the Smart View on the Manage Smart Views page.

4. Enter a **Description** of the Smart View (optional).

5. Under **Selection Criteria**, Select the radio button for **Benchmark**.

6. Select the desired options in **Select Criteria**:

   6.1. **User Criteria**- this drop-down corresponds to the column in the Grade Center.

   6.2. **Condition**- this defines the range or equivalent of the value.

   6.3. **Value**- this defines the actual number value of the Smart View.

7. Under **Filter Results**, select the columns that should appear in the Smart View.

8. Check to **Include Hidden Information**. This will display any users/columns that may have been hidden.

9. Click **Submit** when finished.
Adding a Focus Smart View

Smart Views of Grade Center data can be based on a simple selection of students and columns of gradable items. To build a Focus Smart View, follow these steps:

1. In the **Grade Center**, hover over the **Manage** menu and click **Smart Views**.

   ![Manage Menu](image)

   - Grading Periods
   - Grading Schemas
   - Categories
   - Smart Views
   - Column Organization
   - Student Visibility
   - Send Email

2. Click on **Create Smart View**.

3. Enter a **Name** for the Smart View. This is a required field and will appear in the Current View menu in the Grade Center. It will also appear as a link to the Smart View on the Manage Smart Views page.

4. Enter a **Description** of the Smart View (optional)

   ![Selection Criteria](image)

   - **Type of View**
     - Group (Select one or more groups)
     - Benchmark (Select users based on their performance)
     - Focus (Select individual users)
     - Investigate (Build a full query based on user attributes)
   
   - **Select Criteria**
     - Select the users and columns to include in this Smart View. Hold down the Ctrl key to select multiple items from one drop-down list.
     - **Users**:
       - All Users
     - **Include Hidden User Information**
   
   - **Filter Results**
     - Columns to Display in Results:
       - All Columns
     - **Include Hidden Information**

5. Under **Selection Criteria**, select **Focus**.

6. Select the desired options in **Select Criteria**:

   6.1. Select **Selected Users** or **All Users**.
6.2. If Selected Users is chosen, select the users to be included in this Smart View. (Use Ctrl+Click to select multiple users.) If All Users is selected, choose to Include Hidden User Information if desired.

6.3. Under Filter Results, select which columns should appear in the Smart View.

6.4. If the All Columns option is selected in the filter, select Include Hidden Information if desired.

6.5. Click Submit to save the Smart View or click Cancel to discard the query and return to the Manage Smart Views page.

Adding an Investigate Smart View

Smart Views of Grade Center data can be based on a complex query of student and column attributes. To build an Investigate Smart View:

1. In the Grade Center, hover over the Manage menu and click Smart Views.

2. Click on Create Smart View.

3. Enter a Name for the Smart View. This is a required field and will appear in the Current View menu in the Grade Center. It will also appear as a link to the Smart View in Manage Smart Views.

4. Enter a Description of the Smart View (optional)

5. Select Investigate for Type of View.

<table>
<thead>
<tr>
<th>Selection Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of View</strong></td>
</tr>
<tr>
<td>Group (Select one or more groups)</td>
</tr>
<tr>
<td>Benchmark (Select users based on their performance)</td>
</tr>
<tr>
<td>Focus (Select individual users)</td>
</tr>
<tr>
<td>Investigate (Build a full query based on user attributes)</td>
</tr>
</tbody>
</table>

Select Criteria: Select the users' grade criteria to benchmark:

- **User Criteria:**
  - Last Name
  - Condition: Begins with
  - Value:
6. Under **Select Criteria**, select the **User Criteria** that is desired.

7. Select a **Condition** from the drop-down menu. The possible selections change according to the type of criteria chosen:

   7.1. For Names, the condition must be set to either **Begins with** or **Contains**.

   7.2. For Dates, the condition must be set as either **Before** or **After**.

   7.3. For scores or percentages, the condition must be one of a number of options, such as **Equal to**, **Less than**, **Greater than**, and others.

8. Enter a **Value** for the condition. The value entry depends upon the criterion selected. For Date criteria enter a specific Date value; Name entries require specific letter or name entries. A Value entry will specify the Student Criteria for the Smart View. For example, entering 60 as a value for a Midterm test would display all students who scored 60 or less on the Midterm test.

9. To add a second Student Criterion, click **Add User Criteria** and make additional selections. Criteria are always added as AND statements. The complete formula for the query is displayed in the **Formula Editor** box. To edit the formula manually, click **Manually Edit** and enter a new formula.

10. Select the Filter Results by picking which **Columns to Display in Results** from the dropdown menu. The following choices are possible:

    10.1. **All columns**

    10.2. **None**

    10.3. **All columns shown to users** (students)

    10.4. **All columns hidden from users** (students)

    10.5. **Selected columns only**- select the desired columns from the list of columns.

    10.6. **Selected Categories only**- select the desired Categories from the list of Categories.

    10.7. **Selected Grading Periods only**- then select desired Grading Periods from the list of Grading Periods.

11. To include hidden columns, select the check box to **Include hidden information**.

12. Click **Submit** to save the Smart View or click **Cancel** to discard the query and return to the Manage Smart Views page.

### Using Smart Views

Once Smart Views have been created, they can be accessed in the **Grade Center** by hovering over the **Current View** menu. For additional information, refer to the **Modifying/Removing or Setting Default Smart View** tutorial.