USING SMART VIEWS IN THE GRADE CENTER

As you provide and view grades, you are obtaining information on how students are performing in your course. You can tailor your view of student progress by creating smart views. A smart view is a focused look at the Grade Center. It shows only the columns that match a set of criteria, and the view is saved for continued use. When the Grade Center includes a great number of students and columns, you can use smart views to quickly find data.

Several smart views are available by default, but you can also create your own. You can easily move between the Full Grade Center view and any of the available smart views. You can set a smart view as the default view of the Grade Center and change it at any time.

With smart views, you can view the progress of the following:

- An existing group
- Student performance for a particular item
- Individual students
- Category and status of items
- Custom combination of attributes

Example: Tracking Low Scores

You create a smart view to track students with low scores to quickly see which students need help. You can email these students directly from the Grade Center or decide to create remedial materials or alternative assessments for them.

Example: Assessment Comparison

You create a smart view to display only two columns in the Grade Center grid: a calculated total column for tests and a calculated total column for assignments. You can compare the two columns to gauge how students are performing on each type of assessment.

VIEWING SMART VIEWS IN THE CONTROL PANEL

In the **Grade Center** section of the **Control Panel**, favorite smart views appear in alphabetical order as an indented list in the **Full Grade Center** section. In a new course, the **Assignments** and **Tests** smart views appear in the list by default. When you click the **Assignments** link, the Grade Center page opens and only assignment columns appear in the grid. When you click the **Full Grade Center** link, all the columns appear in the grid.

You can tag smart views as favorites so they appear in the list, allowing you to easily navigate from one view to another. At any time, you can remove a smart view from the list.
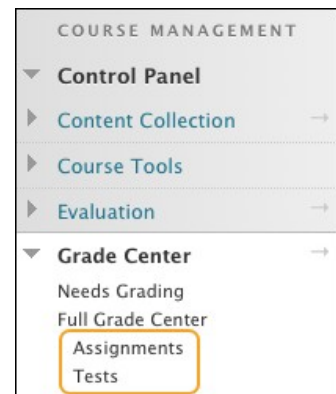
HOW TO ACCESS THE SMART VIEWS LIST IN THE GRADE CENTER

Several default smart views appear in a new course. Each smart view allows you to access a set of columns in the Grade Center grid. For example, when you access the **Tests** smart view, only test columns appear in the grid. When you enable grading for blogs, journals, and discussions, those grade columns appear when you access the appropriate smart view. The default smart views include:

- Assignments
- Blogs
- Discussion Boards
- Final Grade View: Displays all columns, including the default total and weighted total columns
- Journals
- Preview of My Grades: Displays all columns visible to students
- Self and Peer Assessments
- Tests
- Wikis (when the tool is available and a wiki has been created)

Use the following steps to access the list of smart views.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.
2. Select **Smart Views**.
3. On the **Smart Views** page, the list of smart views appears. In the **Type** column, all default smart views are designated as **System**. When you create your own smart views, **Custom** appears in the **Type** column.
4. Click a smart view title to open the Grade Center with the appropriate columns in the grid.

You can edit and copy default system smart views, but you cannot delete them. Access a smart view's contextual menu for options.

To sort the **Title** column, click the column heading or caret. If you have many smart views, click **Edit Paging** to change the number of items to view per page. Click **Show All** to display all items on one page.

HOW TO ADD SMART VIEWS TO THE FAVORITE LIST

You can add smart views to the favorites list on the Control Panel so you can access them easily.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.
2. Select **Smart Views**.
3. On the **Smart Views** page, click the star icon () in the **Add as Favorite** column.

   -OR-

Select one or multiple check boxes, click **Favorites** on the action bar to access the drop-down list, and select **Add to Favorites**.

4. In the **Grade Center** section of the **Control Panel**, favorite smart views appear in alphabetical order in the indented list in the **Full Grade Center** section.

DELETING FAVORITE SMART VIEWS

If you do not want a smart view to appear on the **Control Panel**, click the smart view's star to clear it.

-OR-

Select one or multiple check boxes, click **Favorites** on the action bar to access the drop-down list and select **Remove from Favorites**.

HOW TO EDIT, COPY, OR DELETE SMART VIEWS IN THE GRADE CENTER

You can edit and copy default system smart views, but you cannot delete them. For example, you can edit the **Tests** smart view and change the **Filter Results** so only test columns with a **Completed** status appear in the Grade Center grid. If you create a smart view, you can delete it.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.

2. Select **Smart Views**.

3. On the **Smart Views** page, access a smart view's contextual menu.

4. Select **Edit** to make changes to a smart view, such as renaming or selecting different criteria.

    -OR-

    Select **Delete** to remove a smart view you created. Removing a smart view does not delete any data from the Grade Center.

    -OR-

    Select **Copy** to create a copy of an existing smart view. "Copy of" appears in the title of the copied smart view on the **Smart Views** page. Select **Edit** to make changes to the copy, such as renaming or selecting different criteria. You can delete copies you create.

    NOTE: If you copy a smart view that is a favorite, your copy is added automatically to the favorite list and appears in the **Control Panel**. Click the star in the **Add as Favorite** column to remove it from the favorite list.

ABOUT THE TYPES OF SMART VIEWS IN THE GRADE CENTER

You can create five types of smart views in the Grade Center.

- **Course Group**: Subsections of students. You must create course groups before you can use them as selection criteria.

- **Performance**: Student performance on a single item, such as a test.

- **User**: Individual students.

- **Category and Status**: Based on a category, user or users, and grade status. For example, you can select the **Blog** category, one or more users or groups, and a status, such as **Completed**.

- **Custom**: A query for selecting students using a combination of attributes.

HOW TO CREATE COURSE GROUP SMART VIEWS IN THE GRADE CENTER

You can create smart views that are based on groups you create in your course. You can use the course groups in two ways to create smart views.

- Students use the groups to collaborate with other students and complete group assignments. You create smart views to track their progress.

- You create a group to track a set of students who are not performing well on assignments and tests. You make the group unavailable to students and use it only to view data in the Grade Center.

Use the following steps to create a course group smart view.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.

2. Select **Smart Views**.

3. On the **Smart Views** page, click **Create Smart View** on the action bar.

4. On the **Create Smart Views** page, type a **Name** for the smart view and provide an optional **Description**. The description can assist with identifying the smart view.

5. Optionally, select the **Add as Favorite** check box to make the smart view a favorite. In the **Grade Center** section of the **Control Panel**, favorite smart views appear in alphabetical order in the indented list in the **Full Grade Center** section.

6. For **Type of View**, select **Course Group**.

7. In the **Condition** drop-down list, select **Equal to** or **Not Equal to**.

8. In the **Value** box, select the group or groups. If no groups exist, the selection box is empty.

9. In the **Filter Results** drop-down list, select which columns, categories, or grading periods you want to appear in the Grade Center grid when you access the smart view. For example, when tracking a specific group, you can narrow your view of columns appearing in the Grade Center by filtering the results by a category, such as Tests, or view only specific group assignment columns.

Options	Description
All Columns	All Grade Center columns that are *not* hidden on the **Column Organization** page appear when accessing the Smart View, including columns that you have hidden from users.
None (Show user information only)	No grade columns are selected. Only user columns, such as Last Name, appear when accessing the smart view. If you chose to hide some user columns from view, they do not appear when accessing the smart view.
All columns shown to users	All columns set to appear to users and those that you have *not* hidden on the **Column Organization** page appear in the Grade Center grid when accessing the smart view.
All columns hidden from users	All columns appear that are hidden from users. Each column has the **Column Not Visible to Users** (⃠) icon in the column heading when accessing the smart view. Columns that you hid on the **Column Organization** page do not appear.
Selected Columns Only	Select columns from the list of columns that appears.
Selected Categories Only	Select the categories from the list of categories that appears.
Selected Grading Periods Only	Select grading periods from the list of grading periods that appears.

10. If the Inc**lude Hidden Information** check box appears, you can select it to display hidden columns pertaining to the filter. When viewing the smart view, the columns you hid on the **Column Organization** page appear in the grid also.
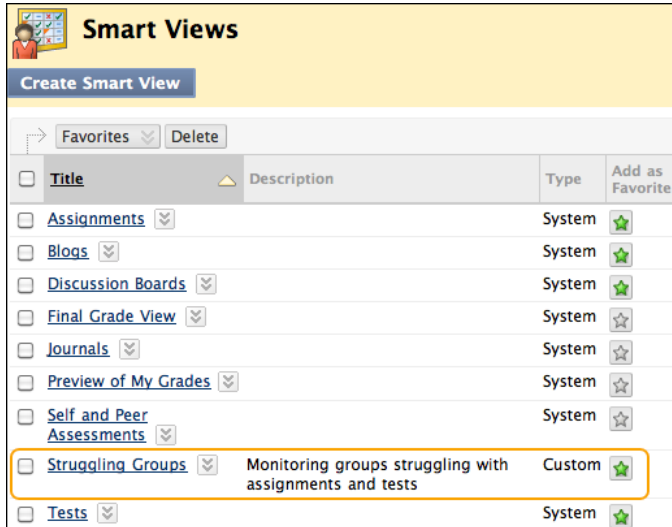
11. Click **Submit**.

The course group smart view appears on the **Smart Views** page. Click the title to display it in the Grade Center grid.

> *NOTE*: When you create a smart view, **Custom** appears in the **Type** column.

HOW TO CREATE PERFORMANCE SMART VIEWS IN THE GRADE CENTER

You can create smart views that are based on student performance for a single item, such as a test.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.

2. Select **Smart Views**.

3. On the **Smart Views** page, click **Create Smart View** on the action bar.

4. On the **Create Smart Views** page, type a **Name** for the smart view and provide an optional **Description**. The description can assist with identifying the smart view.

5. Optionally, select the **Add as Favorite** check box to make the smart view a favorite. In the **Grade Center** section of the **Control Panel**, favorite smart views appear in alphabetical order in the indented list in the **Full Grade Center** section.

6. For **Type of View**, select **Performance**.

7. In the **User Criteria** drop-down list, select a Grade Center column.

8. In the **Condition** drop-down list, select one of the following options:

    -   Equal to

    -   Greater than

    -   Greater than or Equal to

    -   Less than

    -   Less than or Equal to

- Between

- Status Equals

9. In the **Value** box, type a score or scores, or select a status, such as **Needs Grading** or **Completed**.

10. In the **Filter Results** drop-down list, select which columns, categories, or grading periods you want to appear in the Grade Center grid when you access the smart view. For example, if you select the third test column in the **User Criteria** section, you can filter the results against the first two test columns. Then, you can determine if the third test was significantly more difficult as reported by students.
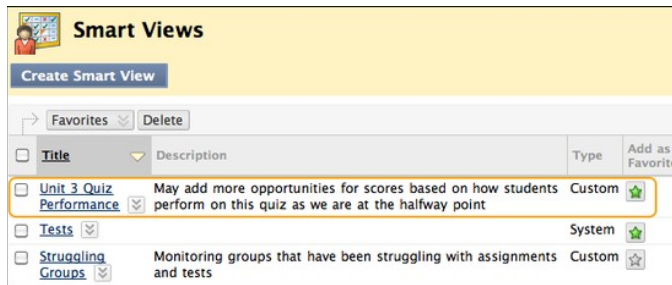
Options	Description
All Columns	All Grade Center columns that are not hidden on the Column Organization page appear when accessing the smart view, including columns that you have hidden from users.
None (Show user information only)	No grade columns are selected. Only user columns, such as Last Name, appear when accessing the smart view. If you chose to hide some user columns from view, they do not appear when accessing the smart view.
All columns shown to users	All columns set to appear to users and those that you have not hidden on the Column Organization page appear in the Grade Center grid when accessing the smart view.
All columns hidden from users	All columns appear that are hidden from users. Each column has the Column Not Visible to Users (🚫) icon in the column heading when accessing the smart view. Columns that you hid on the Column Organization page do not appear.
Selected Columns Only	Select columns from the list of columns that appears.
Selected Categories Only	Select the categories from the list of categories that appears.
Selected Grading Periods Only	Select grading periods from the list of grading periods that appears.

11. If the **Include Hidden Information** check box appears, you can select it to display hidden columns pertaining to the filter. When viewing the smart view, the columns you hid on the **Column Organization** page appear in the grid also.

12. Click **Submit**.

The performance smart view appears on the **Smart Views** page. Click the title to display it in the Grade Center grid.

NOTE: When you create a smart view, **Custom** appears in the **Type** column.

HOW TO CREATE USER SMART VIEWS IN THE GRADE CENTER

You can create smart views to display all or selected grade columns for specific users.

Example: Track Student Progress

If several students are taking your course without completing a prerequisite course, you can create a smart view to track their work as the term progresses. You can use this data to determine if you will allow students to enroll in your course without the required foundation course in the future.

1. In the Grade Center, point to Manage on the action bar to access the drop-down list.

2. Select **Smart Views**.

3. On the **Smart Views** page, click **Create Smart View** on the action bar.

4. On the **Create Smart Views** page, type a **Name** for the smart view and provide an optional **Description**. The description can assist with identifying the smart view.

5. Optionally, select the **Add as Favorite** check box to make the smart view a favorite. In the Grade Center section of the **Control Panel**, favorite smart views appear in alphabetical order in the indented list in the **Full Grade Center** section.

6. For **Type of View**, select **User**.

7. In the **Users** drop-down list, select:

   - **All Users** to include results for all students.

   - **Selected Users** to select individual students.

8. In the **Filter Results** drop-down list, select which columns, categories, or grading periods you want to appear in the Grade Center grid when you access the smart view. For example, you can select **All Users** and narrow your view of columns appearing in the Grade Center by filtering the results by a category, such as **Tests**. Or, you can select a single or multiple test columns to display in the grid to compare student progress.

Options	Description
All Columns	All Grade Center columns that are *not* hidden on the **Column Organization** page appear when accessing the smart view, including columns that you have hidden from users.
None (Show user information only)	No grade columns are selected. Only user columns, such as Last Name, appear when accessing the smart view. If you chose to hide some user columns from view, they do not appear when accessing the smart view.
All columns shown to users	All columns set to appear to users and those that you have *not* hidden on the **Column Organization** page appear in the Grade Center grid when accessing the smart view.
All columns hidden from users	All columns appear that are hidden from users. Each column has the **Column Not Visible to Users** (🚫) icon in the column heading when accessing the smart view. Columns that you hid on the **Column Organization** page do not appear.
Selected Columns Only	Select columns from the list of columns that appears.
Selected Categories Only	Select the categories from the list of categories that appears.
Selected Grading Periods Only	Select grading periods from the list of grading periods that appears.

9. If the **Include Hidden Information** check box appears, you can select it to display hidden columns pertaining to the filter. When viewing the smart view, the columns you hid on the **Column Organization** page appear in the grid also.
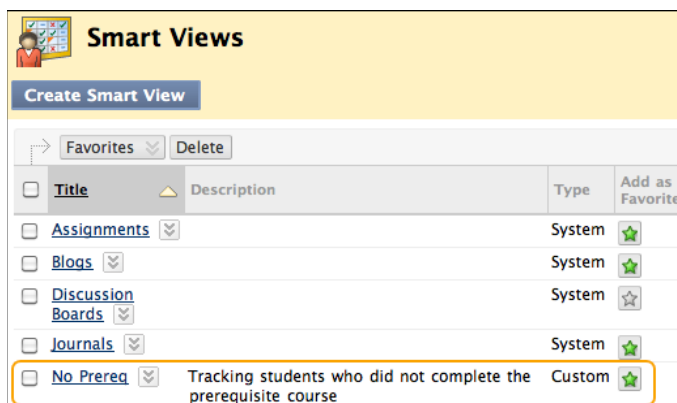
10. Click **Submit**.

9

The user smart view appears on the Smart Views page. Click the title to display it in the Grade Center grid.

> *NOTE*: When you create a smart view, Custom appears in the Type column.

HOW TO CREATE CATEGORY AND STATUS SMART VIEWS IN THE GRADE CENTER

You can create smart views that display columns based on a specific category, selected users or groups, and a grading status.

Example: Assignments Not Attempted

Use a smart view to display only the assignment columns in the Grade Center grid with a **Not Attempted** grading status. You can contact those students to remind them of deadlines or offer help.

Example: All Unit Tests

For a specific group in your course, create a smart view to display all the unit test columns in the Grade Center grid with a **Completed** grading status. Then, you can determine if a study session is needed before the final test.

Use the following steps to create a category and status smart view.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.
2. Select **Smart Views**.
3. On the **Smart Views** page, click **Create Smart View** on the action bar.
4. On the **Create Smart Views** page, type a **Name** for the smart view and provide an optional **Description**. The description can assist with identifying the smart view.
5. Optionally, select the **Add as Favorite** check box to make the smart view a favorite. In the **Grade Center** section of the **Control Panel**, favorite smart views appear in alphabetical order in the indented list in the **Full Grade Center** section.
6. For **Type of View**, select **Category** and **Status**.

7. In the **Categories** drop-down list, select a category, such as **Assignment** or **Test**. Categories you have created appear in this list also.

8. In the **Users** drop-down list, select:

    - **All Users** to include results for all students. Select the Include Hidden User Information check box to display the user rows you hid from view in the Full Grade Center.

    - **Selected Users** to select individual students.

    - **Selected Groups** to select individual groups. If no groups exist, the selection box is empty.

9. In the **Filter Results** drop-down list, select a grading status from the following list:

    - All Statuses

    - Completed

    - Edited Manually

    - Exempt

    - In progress

    - Needs Grading

    - Not Attempted

10. Click **Submit**.

The category and status smart view appears on the **Smart Views** page. Click the title to display it in the Grade Center grid.

*NOTE*: When you create a smart view, **Custom** appears in the **Type** column.

ABOUT CUSTOM SMART VIEWS IN THE GRADE CENTER

Custom smart views allow you to use a variety of criteria in one formula. These smart views are based on complex search queries provided in the **Formula Editor**. Detailed smart views can help you build a comprehensive organization of Grade Center data.

ABOUT THE FORMULA EDITOR

When creating a custom smart view, you can use multiple user criteria. By default, as each criterion is added, it is assigned a number and appears in the **Formula Editor** box. The numbers are connected by AND. Each criterion that is added can have a condition such as **Equal to**, **Greater than**, and **Less than**. Each condition requires a value to compare with the condition. For example, you can view scores that are **Less than** (condition) **60** (value) on a test.

After you add the criteria, the formula for the query is represented by a statement: 1 AND 2 AND 3. Use the **Manually Edit** function below the **Formula Editor** box to edit the formula to change the operators (**AND** and **OR**) and to insert parentheticals to change the way the formula is completed.
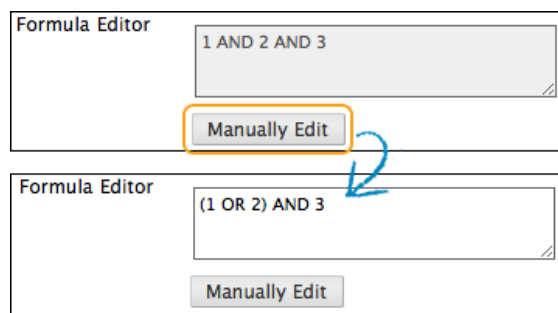
Example:

You are teaching a course in which the midterm and final tests account for the majority of the semester grade. Of the 40 students enrolled in your course, 30 have declared a major in your subject. You are interested in how the other 10 students perform on your tests.

You enroll these 10 students in 2 course groups that are unavailable to students and only used for Grade Center calculations:

- Non-majors
- High school students receiving college credit

The following table lists the criteria used in this smart view.

Formula Value	Description
1	Midterm test grade is less than 60 (failure cut off).
2	Final test grade is less than 60 (failure cut off).
3	Non-major group: Students who have a declared major that is *not* the subject your course is related to or who have not declared any major.
4	High school students group: Students who are enrolled in high school, but taking your college course. They receive high school and college credit for your course.

You want your smart view to display which students scored below 60 on either exam and whether they are in one of the groups. This data provides information about whether there is a difference in the failure rates of the two groups. When creating a custom smart view, you manually create the formula in the **Formula Editor** box to gather this information.

For this smart view, you use the following formula:
((1 OR 2) AND (3 OR 4))

Using the OR operator between 1 and 2 displays students who did poorly on *either* test. If you use the AND operator, your results show students who did poorly on *both* tests and, therefore, omit students who score less than 60 on only one test.

When viewing the smart view in the Grade Center grid, only students who meet the criteria set by your formula appear: students who scored less than 60 on the midterm test (1) or the final test (2) AND are non-majors (3) or high school students (4). In this scenario, two test columns and up to ten rows (the number of students in the two groups) appear. If two students fail either of the tests, two user rows appear in the grid.

HOW TO CREATE CUSTOM SMART VIEWS USING THE FORMULA EDITOR IN THE GRADE CENTER

You can create smart views that allow you to use a variety of criteria in one formula.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.

2. Select **Smart Views**.

3. On the **Smart Views** page, click **Create Smart View** on the action bar.

4. On the **Create Smart Views** page, type a **Name** for the smart view and provide an optional **Description**. The description can assist with identifying the smart view.

5. Optionally, select the **Add as Favorite** check box to make the smart view a favorite. In the **Grade Center** section of the **Control Panel**, favorite smart views appear in alphabetical order in the indented list in the **Full Grade Center** section.

6. For **Type of View**, select **Custom**.

7. In the **Select Criteria** section, make selections and provide values:

- In the **User Criteria** drop-down list, make a selection, such as a group, a grade column, or last access.

- In the **Condition** drop-down list, make a selection, such as **Equal to** or **Less than**, or select **Status Equals**.

- In the **Value** box, type a score or scores, or select a grading status for the condition.

  NOTE: As data is selected, a query formula is built in the **Formula Editor** box. The first set of criteria is labeled "1."

8. To add a second set of criteria, click **Add User Criteria** and make additional selections. The second set of criteria is labeled "2." Continue to add more criteria as needed.

9. Click **Manually Edit** to change the operators (**AND** and **OR**) and insert parentheses to edit the formula.

10. In the **Filter Results** drop-down list, select which columns, categories, or grading periods you want to appear in the Grade Center grid when you access the smart view. For example, you can choose to view only the columns that are used in the formula.

Options	Description
Columns Used in Criteria	Only the columns selected in the **Select Criteria** section appear when viewing the smart view.
All Columns	All Grade Center columns that are *not* hidden on the **Column Organization** page appear when accessing the Smart View, including columns that you have hidden from users.
None (Show user information only)	No grade columns are selected. Only user columns, such as Last Name, appear when accessing the smart view. If you chose to hide some user columns from view, they do not appear when accessing the smart view.
All columns shown to users	All columns set to appear to users and those that you have *not* hidden on the **Column Organization** page appear in the Grade Center grid when accessing the smart view.
All columns hidden from users	All columns appear that are hidden from users. Each column has the **Column Not Visible to Users** (🚫) icon in the column heading when accessing the smart view. Columns that you hid on the **Column Organization** page do not appear.
Selected Columns Only	Select columns from the list of columns that appears.
Selected Categories Only	Select the categories from the list of categories that appears.
Selected Grading Periods Only	Select grading periods from the list of grading periods that appears.

11. If the **Include Hidden Information** check box appears, you can select it to display hidden columns pertaining to the filter. When viewing the smart view, the columns you hid on the **Column Organization** page appear in the grid also.

12. Click **Submit**.

The custom smart view appears on the **Smart Views** page. Click the title to display it in the Grade Center grid.

> *NOTE*: When you create a smart view, **Custom** appears in the **Type** column.

HOW TO FILTER THE GRADE CENTER USING A SMART VIEW

You can use the Filter function and a selected smart view to narrow your view of the Grade Center grid.

1. In the Grade Center, click **Filter** on the action bar.

2. In the expanded **Filter** field, point to **Current View** to access the drop-down list.

3. Select a smart view.

   > *NOTE*: After you create a filtered view, you can lock it and use it as the default view. Click **Set Current View as Default** (▢) next to the **Current View** drop-down list to lock the view. You can change this at any time. Click the **X** to close the **Filter** field.

4. The smart view's columns appear in the grid.