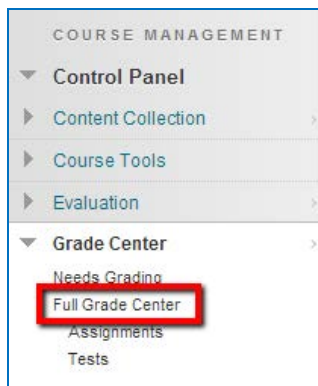


## Creating and Applying Smart Views

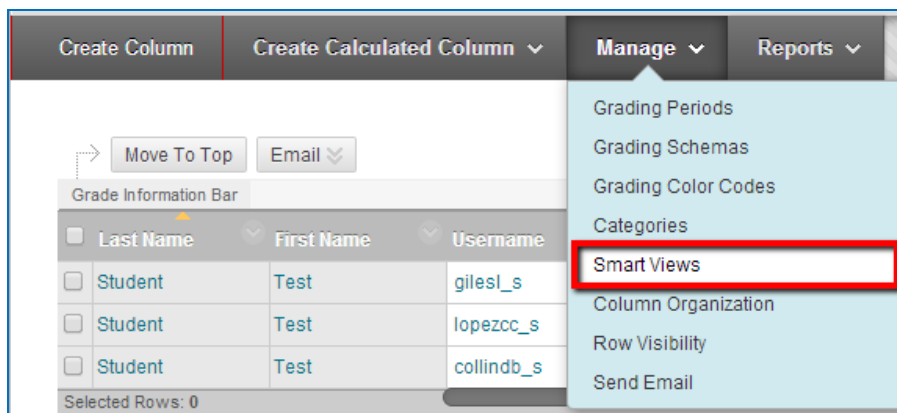
Smart Views allow you to filter the Grade Center grid using four different types of criteria. Three of these types relate to users and groups or their scores in specific columns; one filters columns based on category and completion status. You can also create a customized set of criteria based on combinations of those four types.

Columns designated to display in all views on the Column Organization page will also remain visible in Smart Views.

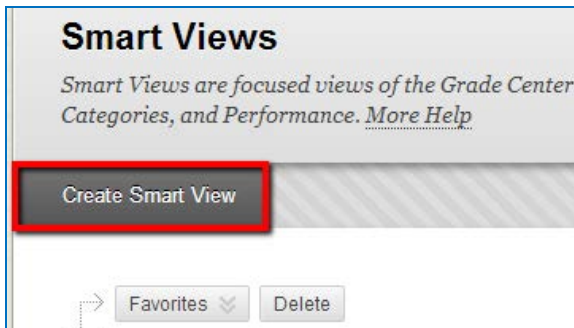
1. From the Control Panel, click **Grade Center**, then **Full Grade Center**.



2. Point to the **Manage** button on the action bar, and select **Smart Views**.



3. On the Smart Views page, click the **Create Smart View** button.



4. In the Smart View Information section of the Create Smart View page, enter a Name and Description for the new Smart View. You may also set it as a Favorite in the Control Panel.

The 'SMART VIEW INFORMATION' section contains the following fields:

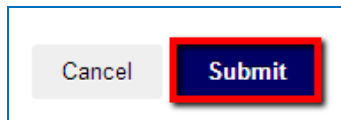
- Name:** A text input field containing 'Under 70'.
- Description:** A text area containing 'Students whose Weighted Average is below 70%'. There is a small icon in the bottom right corner of the text area.
- Type:** A dropdown menu set to 'Custom'.
- Add as Favorite:** A checkbox that is checked.

5. In the Selection Criteria section, click the option button for the Type of View. In this example, we will use the Performance type to view all columns shown to users for students whose average has fallen below 70.

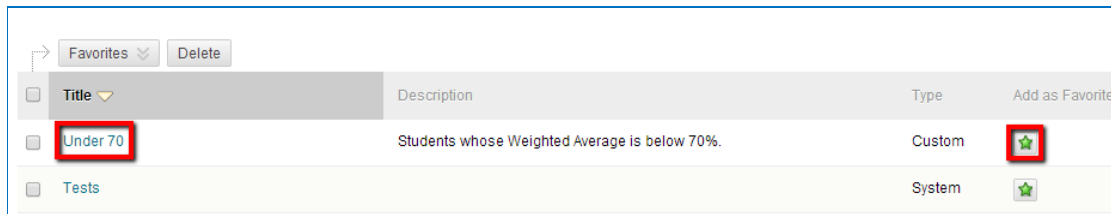
The 'SELECTION CRITERIA' section contains the following options:

- Type of View:** A group of radio buttons with the following options:
  - Course Group View one or more Course Groups.
  - Performance View specific users based on their performance on a single item.
  - User View individual users.
  - Category and Status View items by their category and status.
  - Custom Build a query based on user criteria.
- Select Criteria:** A section titled 'Select the user criteria to include' with three fields:
  - User Criteria: A dropdown menu set to 'Grade on Weighted Total ( Percentage )'.
  - Condition: A dropdown menu set to 'Less than'.
  - Value: A text input field containing '70'.
- Filter Results:** A section titled 'Columns to Display in Results:' with two options:
  - A dropdown menu set to 'All Columns'.
  - An unchecked checkbox labeled 'Include Hidden Information'.

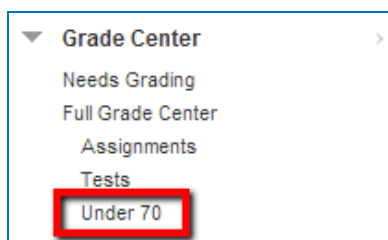
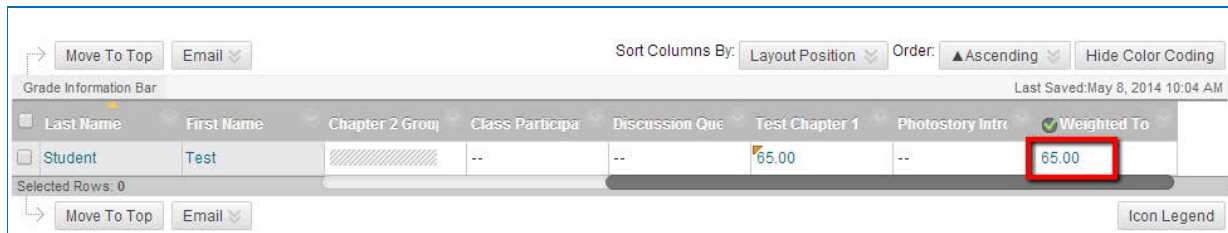
6. When you have all criteria in place, click **Submit** to add the Smart View to the table.



7. The new Custom Smart View appears in the table on the Smart Views page. Click the name in the Title column to apply the filter. Also, the Smart View can be added to or removed from Favorites (links in the Grade Center section of the Control Panel) by clicking the star icon on the right side.



The Grade Center shows only those rows that meet the specified criteria. Also, the Smart View appears as a Favorite in the Control Panel.



Click the **Full Grade Center** link in the Control Panel to remove the filters.