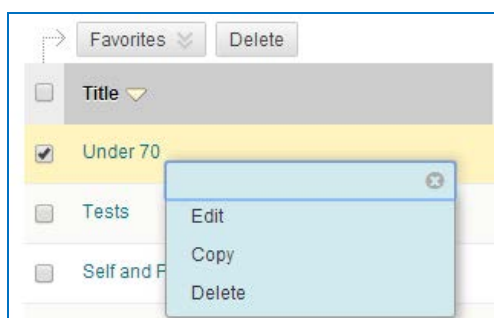


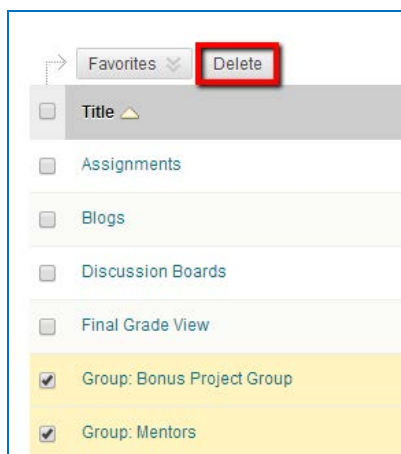
## Editing, Copying, and Deleting Smart Views

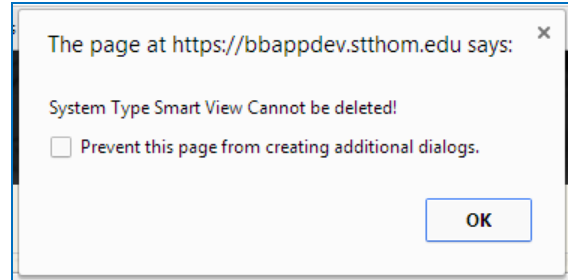
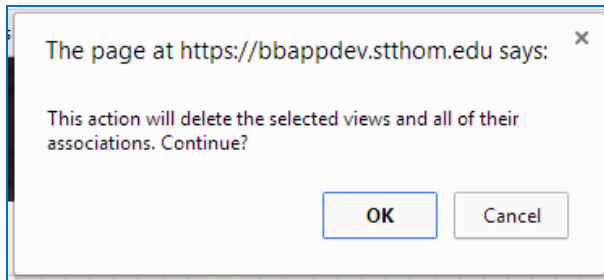
From the Smart Views page, you can click the contextual arrow for any Smart View, including those built into the course, and select either **Edit** or **Copy**. Custom Smart Views also provide a **Delete** command; however, built-in Smart Views cannot be deleted.



- Select **Edit** to change the Name, Description, or Selection Criteria for the Smart View.
- Select **Copy** to create a duplicate of an existing Smart View, which you can then edit.
- Select **Delete** to remove Smart Views no longer needed.

To delete multiple Custom Smart Views simultaneously, check their checkboxes and click the **Delete** button above or below the table. You will be prompted for confirmation. If you try to delete a built-in Smart View, a message will appear indicating that this is not possible.





To add multiple Smart Views to the Favorites in the Grade Center section of the Control Panel, check their checkboxes, point to the **Favorites** button, and select **Add to Favorites**.

