Adding a Category SmartView to Grade Center

To add a Category SmartView to the Grade Center:

1. Click on the Grade Center > Full Grade Center in the Control Panel.
2. Click Manage on the Action Bar.
3. From the resulting Action Link menu, select SmartView.
4. Select Create Smart View at the top left of the page.
5. On the resulting page you will see 3 sections:
   - Smart View Information
   - Selection Criteria
   - Submit

6. Under Smart View Information:
   - Add a Name (required). This name will show up within the Current View dropdown menu of the Grade Center.
   - Provide a brief Description of the item (optional).
   - Select the check box next to Add as Favorite if you wish this view to appear under Full Grade Center in the Control Panel.

7. In Selection Criteria, there are 3 sections to complete.
   - Type of View
   - Select Criteria
   - Filter Results

8. In Type of View, select User.
9. In **Select Criteria**, first select either **Selected Users** or **All Users**.

   ![Select Criteria Table](image)

   a. In **Categories**, select the category for which you wish to create a view. 
   **Note:** This is to create a SmartView for a category you created manually. A SmartView already exists for System created Categories.

   b. In **Users**, select the appropriate user option.
   - All Users
   - Selected Users
   - Selected Groups (presented only if Groups exist)  
   **Note:** If Selected Users or Selected Groups is selected, the system will dynamically present you with a list of the students in your course. Use the Control key to select multiple users.

10. In **Filter Results**, select the **columns to display** within the Smart View from the options available in the dropdown menu. Options include:
   - All Statuses
   - Completed
   - Edited Manually
   - Exempt
   - In Progress
   - Needs Grading
   - Not Attempted

11. Click **Submit** to create the Smart View.

If you did not add this SmartView as a favorite in 6a above, click the star next to the item to add the SmartView as a favorite. It will now be visible in the Control Panel in the Grade Center item under Full Grade Center.