Creating a Group Smart View to Grade Center

Note: Groups must have been created within the Control Panel under Users and Groups > Groups before creating a Group Smart View. See the Groups Tutorials at http://www.dartmouth.edu/~blackboard/help/Bb9_1/groups.html.

To add a Group Smart View 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:
   a. Add a Name (required). This name will show up within the Current View dropdown menu of the Grade Center.
   b. Provide a brief Description of the item (optional).
   c. Select the check box next to Add as Favorite is 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 **Course Group**.

2. **Selection Criteria**

   ![Type of View](image)

   8. *Course Group* is selected to view one or more Course Groups.

   - Performance View: specific users based on their performance on a single item.
   - User View: individual users.

9. In **Select Criteria**,

2. **Selection Criteria**

   ![Select Criteria](image)

   a. For **User Criteria**, the only option is **Group**.
   b. For **Condition**, select either **Equal To** or **Not Equal To**.
   c. For **Value**, select the **Group(s)** you wish this Smart View to include.

10. In **Filter Results**, select the **columns to display** within the Smart View from the options available in the dropdown menu. Options include:

   - All Columns
   - None (Show user information only)
   - All columns shown to users
   - All columns hidden from users
   - Selected Columns Only (dynamic)
   - Selected Categories Only (dynamic)
   - Selected Grading Periods Only (dynamic)

   **Note:** The screen will change dynamically and present additional options based upon how you choose to filter the results.

   - If **Selected Columns Only** is selected, use the Ctrl key to select only those columns you wish to be included in this Smart View.

   ![Selected Columns Only](image)

   Use the Ctrl key to select multiple columns.

   - If **Selected Categories Only** is selected, use the Ctrl key to select which categories you wish to be included in this Smart View.
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.