Adding a Performance SmartView to Grade Center

To add a Performance 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:
   a. Smart View Information
   b. Selection Criteria
   c. 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 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.
   a. Type of View
   b. Select Criteria
   c. Filter Results
8. In *Type of View*, select **Performance**.

9. In *Select Criteria*, it will be necessary to use dropdown menus to select User Criteria and Condition. Value will need to be set manually.

   **a.** To set the *User Criteria*, select a column from **dropdown menu**.
   
   **Note:** This menu presents all visible and hidden grade columns.

   **b.** To set the *Condition*, select one of the following **dropdown menu options**:
   
   - Equal To
   - Greater Than
   - Greater Than or Equal To
   - Less Than
   - Less Than or Equal To
   - Between
   - Status Equals

   **c.** To set the *Value*,
   
   o **Enter the numeric value** (except When set to Status Equals)
   o Where the condition *Status Equals* is set, select one of the following **value options**:
     
     - All Statuses
     - Completed
     - Edited Manually
     - Exempt
     - In progress
     - Needs Grading
     - Not Attempted

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

    **a.** All Columns
    **b.** None (Show user information only)
    **c.** All columns shown to users
    **d.** All columns hidden from users
    **e.** Selected Columns Only *(dynamic)*
    **f.** Selected Categories Only *(dynamic)*
    **g.** 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
  Use the Ctrl key to select multiple columns.

  W1D
  W2A
  W2D

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

  Selected Categories Only
  Use the Ctrl key to select multiple columns.

  Assignment
  Survey
  Test

- If Selected Grading Periods Only is selected, use the Ctrl key to select which Grading Period(s) to include in the Smart View.

  Selected Grading Periods Only
  Use the Ctrl key to select multiple columns.

  Midterm
  MidTerm to Final

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.