

Edit or Delete a Smart View in Grade Center

To edit a Smart View:

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. The resulting page will list all existing Smart Views.
5. Click on the chevron sign next to the SmartView you wish to edit.
6. Select Edit from the resulting menu.

To delete a Smart View:

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. The resulting page will list all existing Smart Views.
5. Place a check in the check box next to the SmartView you wish to delete.
6. Click the Delete button.

Note: SmartViews listed as System cannot be deleted. Only SmartViews listed as Custom can be deleted.

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