Adding a User SmartView to Grade Center

To add a User 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:
   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 User.
9. In **Select Criteria**, first select either **Selected Users** or **All Users**.

   ![Selection Criteria](image)

   - If **Selected Users** is chosen, **use the Ctrl key to select the individual users to include in this view**.
   - If **All Users** is chosen, move to next step.

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)

   - 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](image)

   - 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](image)
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.