Blackboard’s Grade Center gives instructors the ability to look at student grade columns in a wide variety of ways. One of the most flexible and powerful way of organizing the grade columns is by using Smart Views. A Smart View configures the Grade Center to only show columns relevant to a particular set of criteria. For instance, an instructor can configure a Smart View to only show students who are failing (or are in danger of failing) the course.

Or the instructor can view groups of students. For example, in a combined section which includes sections A, B, and C, the instructor can use a Smart View to only show students in section A, section B, or section C (or any combination of sections).

The Grade Center already has a few pre-configured Smart Views available to instructors:

- **Assignments** shows columns that are tied to the Assignment assessment type.
- **Tests** shows columns that are tied to the Tests assignment type.
- **Blogs** shows columns tied to Blackboard’s blog tool.
- **Discussion Boards** shows columns tied to Blackboard’s discussion board tool.
- **Journals** shows columns tied to Blackboard’s journaling tool.
- **Self and Peer Assessments** shows columns tied to the self and peer assessment tool.

In other words, when any of the above items is created in a content area, then the Grade Center creates a corresponding column and then also adds the column to the appropriate Smart View.

**NOTE:** Grading is optional for Blogs, Discussion Boards, Journals, & Self and Peer Assessments.

Additional Smart Views can be created for customized needs.

**CREATING A SMART VIEW**

1. Navigate to the Grade Center in your course.
2. Click **Manage** from the Grade Center action bar and select **Smart Views**.
3. Click **Create Smart View**.

4. **(Required)** Type in a **Name**.

5. **(Optional)** Type in a **Description**.

6. **(Optional)** Select the checkbox for **Add as Favorite**. This will make the Smart View show up as an option when Grade Center is clicked in the Control Panel (see below).
7. Choose a **Type of View**. Due to the highly customizable nature of the Selection Criteria, it is impossible to give a complete overview of the possibilities. It is up to you as the instructor to experiment and discover which combination of criteria works best for your needs.

### Selection Criteria

<table>
<thead>
<tr>
<th>Type of View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Group</td>
<td>View one or more Course Groups.</td>
</tr>
<tr>
<td>Performance</td>
<td>View specific users based on their performance on a single item.</td>
</tr>
<tr>
<td>User</td>
<td>View individual users.</td>
</tr>
<tr>
<td>Category and Status</td>
<td>View items by their category and status.</td>
</tr>
<tr>
<td>Custom</td>
<td>Build a query based on user criteria.</td>
</tr>
</tbody>
</table>

**NOTE:** The available Select Criteria options will vary based on which Type of View is selected.

- **Course Group** – Gives viewing options based on student group membership.
- **Performance** – Show columns based on how well students are performing on assessments.
- **User** – Show specific user rows.
- **Category and Status** – Choose a category (e.g. “Course Project” [custom category]), select users or groups, and then choose a status (e.g. “Needs Grading”).
- **Custom** – Highly customizable set of options based on users’ grade criteria.
8. Click **Submit** when finished. The new Smart View will show up in the list of available Smart Views.

- Click the star to the right of the Smart View name to add the Smart View as a favorite Smart View (the star will turn green 🌟).
- It can then be accessed by clicking Grade Center in the Control Panel and then simply clicking the Smart View link underneath the expanded Grade Center menu option.
- Clicking the star again will “unfavorite” the Smart View from the list (the star will turn gray 🌟).
- Smart Views denoted with the “System” type (i.e. inherent Blackboard Smart Views) cannot be deleted. Only “Custom” type (i.e. user-created) Smart Views can be deleted.

**DELETING A SMART VIEW**

1. Navigate to the Grade Center in your course.
2. Click **Manage** from the Grade Center action bar and select **Smart Views**.
3. Select the drop-down arrow to the right of the name of the Smart View.
4. Click **Delete**.
5. Click **OK** to confirm.

![Confirmation dialog box](image)

**IMPORTANT:** Deleting a Smart View does NOT delete the columns in the Grade Center! A Smart View is simply a quick way of organizing columns based on certain criteria.

**NOTE:** Blackboard’s predefined Smart Views (Assignments, Tests, Blogs, etc.) cannot be deleted.