Create and Manage a Smart View in Grade Center

Smart Views are views of the Grade Center based on a variety of student criteria. This enables instructors to create certain views of the Grade Center—based on performance criteria for gradable items such as Assessments or Assignments—that quickly track students. There are four different types of Smart Views that specify the student information:

- **Course Group** allows the instructors to select a Group that was created in the course. Groups are subsections created in the User area of the Control Panel. Groups are a collection of students selected by the instructor.
- **Performance** allows the instructor to select students based on performance.
- **User** allows the instructor to select individual students.
- **Category and Status** is based on a category such as user or users, and grade status.
- **Custom** allows the instructor to select from a full list of student attributes; this is a combination of the options of the other three Smart View types.

Access a Smart View:

1. Go to Grade Center > Full Grade Center > Manage.
2. Select Smart Views.
3. On the Smart Views page, the list of smart views appears. In the Type column, all default smart views are designated as System. When you create your own smart views, Custom appears in the Type column.
4. Click a smart view title to open the Grade Center with the appropriate columns in the grid of the smart view.
Add Smart Views to the Favorite List on the Control Panel:

You can add **Smart Views** to the favorites list on the Control Panel so you can access them easily.

1. Go to **Grade Center > Full Grade Center > Manage**.
2. Select **Smart Views**.
3. On the **Smart Views** page, click the star icon (/favicon) in the Add as Favorite column.
Select one or multiple check boxes; click Favorites on the Action Bar to access the drop-down list and select Add to Favorites.

4. In the Grade Center section of the Control Panel, favorite Smart Views appear in alphabetical order in the indented list under Full Grade Center.

Create a Course Group Smart View: Smart Views of Grade Center data can be based on Groups that have been created in a Course. **NOTE:** A Group must be created before they can be selected for a Smart View.
1. In the **Grade Center**, hover the mouse over the **Manage** menu and select **Smart Views**.

2. Click on **Create Smart View**.

3. Enter a **Name** for the Smart View. Enter a description of the Smart View (Optional). Optionally, select the Add as Favorite check box to make the **Smart View** a favorite. In the Grade Center section of the Control Panel, favorite **Smart Views** appear in alphabetical order in the indented list under Full Grade Center.

4. Select **Course Group** for **Type of View**. Select the name of the group under **Value**. In the **Filter Results** drop-down list, select which columns, categories, or Grading Periods you want to appear in the Grade Center grid when you access the **Smart View**. For example, when tracking a specific group, you can narrow your view of columns appearing in the Grade Center by filtering
the results by a category, such as Tests, or view only specific group assignment columns.

5. Click Submit when finished. If you add this smart view as a favorite in the Grade Center section of the Control Panel, it will appear in alphabetical order in the indented list under Full Grade Center.

Create a Performance Smart View: A Performance Smart View is a view of the Grade Center based on a class’s performance on a single gradable item such as a mid-term exam.
1. In the **Grade Center**, hover the mouse over the **Manage** menu and select **Smart Views**.

![Smart Views](image)

2. Click **Create Smart View**.

![Create Smart View](image)

3. Enter a **Name** for the Smart View. Enter a description of the Smart View (Optional). In the Grade Center section of the Control Panel, favorite **Smart Views** appear in alphabetical order in the indented list under Full Grade Center.

![Smart View Information](image)

4. In **Selection Criteria**, select the radio button for **Performance**. Select the desired options in **Select Criteria**:
   - **User Criteria** - this drop-down menu corresponds to the columns in the Grade Center.
   - **Condition** - this defines the range or equivalence of the value.
   - **Value** - this defines the actual numerical value of the Smart View.

In **Filter Results**, select the columns that should appear in the Smart View.
5. Click Submit when finished.

Create a User Smart View: Smart Views of Grade Center data can be based upon a simple selection of students and columns of gradable items.

1. In the Grade Center, hover the mouse over the Manage menu and select Smart Views.

2. Click Create Smart View.

3. Enter a Name for the Smart View. Enter a description of the Smart View (Optional). In the Grade Center section of the Control Panel, Favorite Smart Views appear in alphabetical order in the indented list under Full Grade Center.
4. Under **Selection Criteria**, select **Focus**.

5. Select the desired options in **Select Criteria**. If **Selected Users** is chosen, select the users to be included in this Smart View. (Use Ctrl + Click to select multiple users.) If **All Users** is selected, click the checkbox **Include Hidden User Information** if desired.

6. In **Filter Results**, select the columns that should appear in the Smart View. If **All Columns** option is selected in the filter, click the checkbox **Include Hidden Information** if desired.

7. Click **Submit** to save the Smart View.
Create Category and Status Smart View: Instructors can create Smart Views that display columns based on a specific category, selected users or groups, and a grading status.

1. In the Grade Center, hover the mouse over the Manage menu and select Smart Views.

2. Click Create Smart View.

3. Enter a Name for the Smart View. Enter a description of the Smart View (Optional). In the Grade Center section of the Control Panel, Favorite Smart Views appear in alphabetical order in the indented list under Full Grade Center.

4. For Type of View, select Category and Status. In the Categories drop-down list, select a category, such as Assignment or Test. In the Users drop-down list, select All Users, Selected Users, or Select Groups.
5. In the **Filter Results** drop-down list, select a grading status from the following list:

- All Statuses
- Completed
- Edited Manually
- Exempt
- In Progress
- Needs Grading
- Not Attempted

6. Click **Submit** when it’s done.

**Create a Custom Smart View:** Custom Smart Views allow you to use a variety of criteria in one formula. These Smart Views are based on complex search queries provided in the Formula Editor. Detailed Smart Views can help you build a comprehensive organization of Grade Center data.

**About the Formula Editor:** When creating a Custom Smart View, you can use multiple user criteria. By default, as each criterion is added, it is assigned a number and appears in the Formula Editor box. The numbers are connected by AND. Each criterion that is added can have a condition such as Equal to, Greater than, and Less than. Each condition requires a value to compare with the condition. For example, you can view scores that are Less than (condition) 60 (value) on a test to see just the students who failed the test.

After you have added the criteria, the formula for the query is represented by a statement: 1 AND 2 AND 3. Use the Manually Edit function below the Formula Editor box to edit the formula.
to change the operators (AND and OR) and to insert parentheses to change the order of the operations for the formula execution.

```
Formula Editor
1 AND 2 AND 3

Manually Edit
```

```
Formula Editor
(1 OR 2) AND 3

Manually Edit
```

**Example:**

You are teaching a course in which the midterm and final tests account for the majority of the semester grade. Of the 40 students enrolled in your course, 30 have declared a major in your subject. You are interested in how the other 10 students perform on your tests.

You enroll these 10 students in 2 course groups that are unavailable to students and only used for Grade Center calculations:

- Non-majors
- High school students receiving college credit

The following table lists the criteria used in this **Smart View**.

<table>
<thead>
<tr>
<th>Formula Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Midterm test grade is less than 60 (failure cut off).</td>
</tr>
<tr>
<td>2</td>
<td>Final test grade is less than 60 (failure cut off).</td>
</tr>
<tr>
<td>3</td>
<td>Non-major group: Students who have a declared major that is not the subject your course is related to or who have not declared any major.</td>
</tr>
<tr>
<td>4</td>
<td>High school students group: Students who are enrolled in high school, but taking your college course. They receive high school and college credit for your course.</td>
</tr>
</tbody>
</table>

You want your **Smart View** to display which students scored below 60 on either exam and whether they are in one of the groups. This data provides information about whether there is a difference in the failure rates of the two groups. When creating a **Custom Smart View**, you manually create the formula in the Formula Editor box to gather this information.
For this **Smart View**, you use the following formula:

\[(1 \text{ OR } 2) \text{ AND } (3 \text{ OR } 4)\]

Using the OR operator between 1 and 2 displays students who did poorly on either test. If you use the AND operator, your results show students who did poorly on both tests and, therefore, omit students who score less than 60 on only one test.

When viewing the **Smart View** in the Grade Center grid, only students who meet the criteria set by your formula appear -- students who scored less than 60 on the midterm test (1) or the final test (2) AND are non-majors (3) or high school students (4). In this scenario, two test columns and up to ten rows (the number of students in the two groups) appear. If two students fail either of the tests, two user rows appear in the grid.

*To build an Investigate Smart View, follow these steps:*

1. In the Grade Center, hover the mouse over the Manage menu and select Smart Views.

2. Click Create Smart View.

3. Enter a Name for the Smart View. Enter a description of the Smart View (Optional). In the Grade Center section of the Control Panel, Favorite Smart Views appear in alphabetical order in the indented list under Full Grade Center.
4. Select **Custom** for **Type of View**.

5. Under **Select Criteria**, select the **User Criteria** that is desired. Select a **Condition** from the drop-down menu. To add a second set of criteria, click **Add User Criteria** and make additional selections. The second set of criteria is labeled "2." Continue to add more criteria as needed. Criteria are always added as AND statements. The complete formula for the query is displayed in the **Formula Editor** box.

6. To edit the formula manually, click **Manually Edit** and enter a new formula.

7. Select the **Filter Results** by picking which **Columns to Display in Results** from the dropdown menu. For example, you can choose to view only the columns that are used in the formula.
8. To include hidden columns, select the check box to **Include Hidden Information**.
9. Click **Submit** to save the Smart View or click **Cancel** to discard the query and return to the Manage Smart Views page.

**Modify a Smart View (Edit, Copy, or Delete a Smart View)**

Once created, a Smart View can be edited later. You can edit and copy default system Smart Views but you cannot delete them. For example, you can edit the Tests Smart View and change the Filter Results so only test columns with a Completed status appear in the Grade Center grid. If you create a Smart View, you can delete it.

To modify a Smart View, follow these steps:

1. In the **Grade Center**, hover the mouse over the **Manage** menu and select **Smart Views**.
2. Click on the double-down arrows next to the Smart View and select **Edit**, **Delete**, or **Copy**.

**Edit**: to make changes to a Smart View, such as renaming or selecting different criteria.

-OR-

**Delete**: to remove a Smart View that you created. Removing a Smart View does not delete any data from the Grade Center.

-OR-

**Copy**: to create a copy of an existing Smart View. “Copy of” appears in the title of the copied Smart View on the Smart Views page. Select Edit to make changes to the copy, such as renaming or selecting different criteria. You can delete copies you create.

**Note**: If you copy a Smart View that is selected as a favorite, your copy is added automatically to the favorite list and appears in the Control Panel. Click the star in the Add as Favorite column to remove it from the favorite list.
3. Make desired changes.
4. Click **Submit** to update the changes.