

3. Click **Add Smart View**.



Add Smart View

1 Enter a **Name** for the Smart View. This is a required field and will appear in the Current View Action Link menu on the Grade Center page. It will also appear as a link to the Smart View on the Manage Smart Views page.

Enter a **Description** of the Smart View. The description will appear on the Manage Smart Views page.

2 Select the Search Type **Group** by selecting the corresponding radio button.

Select the criteria **Condition** for the Group. Selections include: **Equal to Not equal to**

Select the value of the Group, which would be the **Group name**.

Select the Filter Results by picking which **Columns to Display in Results** from the drop-down menu

To include hidden columns, click the check box to **Include hidden information**

11. Click **Submit** to save the Smart View.



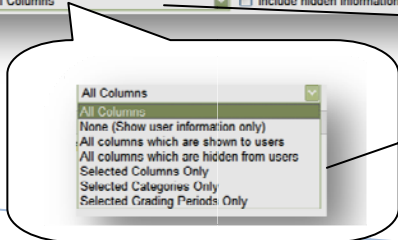
Add a benchmark smart view:

A Benchmark Smart View is a view of the Grade Center based on students' performance on a single gradable item such as a mid-term exam. The process is exactly the same as the Group Smart View explained above, but the Selection Criteria 2 are a little different:

2 Select the **BENCHMARK** choice

Choose the criteria based on a **GRADE** for any columns in your grade center

Choose the columns to display in the results. Since this is a **SMART** view you have many choices



(top of document)