3. **Click Add Smart View.**

   - **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.

   - **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 are a little different:

   - **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.