

Removing a Category

Default Categories cannot be removed from the Grade Center. Only Categories that have been created by a user and that are not in use in a course may be removed. To remove a Category, follow these steps:

1. In the Grade Center page, in the Action Bar, click **Manage**.
2. Select **Categories** from the Action Link menu.
3. Find the Category to change and click **Remove**.

SMART Views:

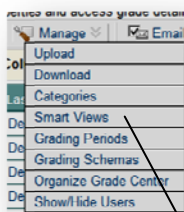
Smart Views are views of the Grade Center based on a variety of student criteria. This enables Instructors to create certain views of the Grade Center—based on performance criteria for gradable items such as Assessments or Assignments—that quickly track Students. There are four different Types of Smart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

- **Group** allows the instructors to select a Group, which was created in the course Groups are subsections created in the User Management Area of the Control Panel. They are a collection of students selected by the Instructor
- **Benchmark** allows the Instructor to select Students based on performance
- **Focus** allows the Instructor to select individual Students
- **Investigate** allows the Instructor to select from a full list of Student attributes; this is a combination of the options of the other three Smart Views.

Once built and saved, Smart Views become a selectable list item on the **Current View** drop-down menu of the Grade Center page, enabling easy navigation from one view to another. Any Smart View can be saved as the default view of the Grade Center. The current default view can be changed at any time.

Add a Group Smart View: Smart Views of Grade Center data can be based on Groups that have been created in a Course.

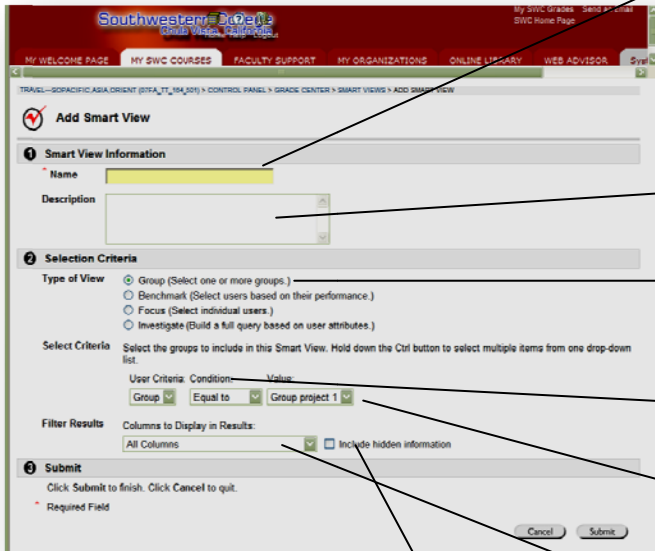
1. Click **Manage** in the Action Bar of the Grade Center.



2. Select **Smart Views** from the Action Link menu.

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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**.

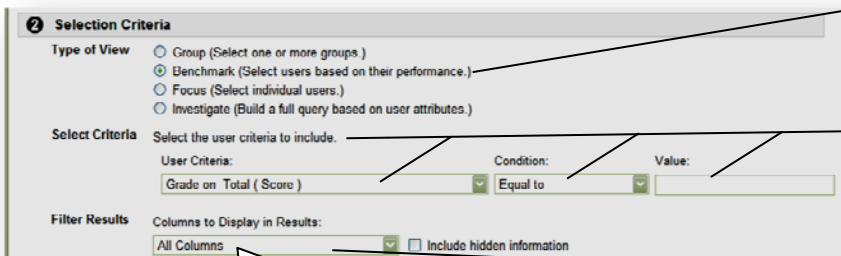
Select the Filter Results by picking which **Columns to Display in Results** from the drop-down menu

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:

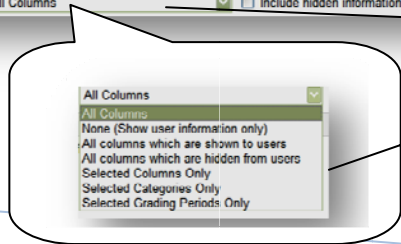
A Benchmark Smart View is a view of the Grade Center based on students' performance on a single gradable item such as a mid-term exam. The process is exactly the same as the Group Smart View explained above, but the Selection Criteria **2** are a little different:



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



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