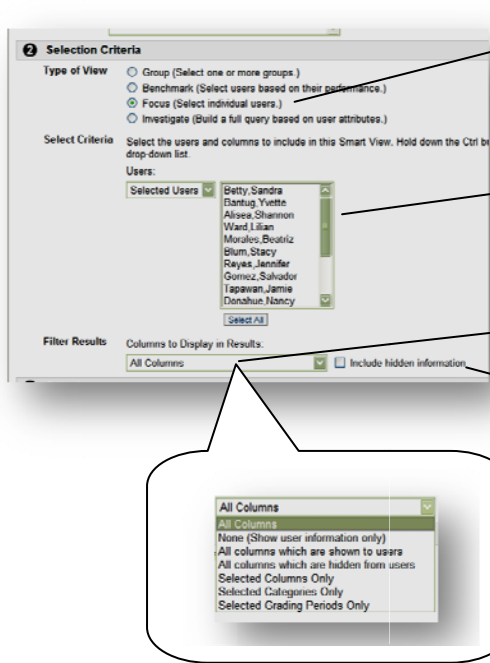


Add a Focus Smart View:

Smart Views of Grade Center data can be based on a simple selection of Students and columns of Gradable Items. Again, the criteria **2** choices are a little different but the process is the same as the other Smart Views noted above



2 Choose the **FOCUS** view

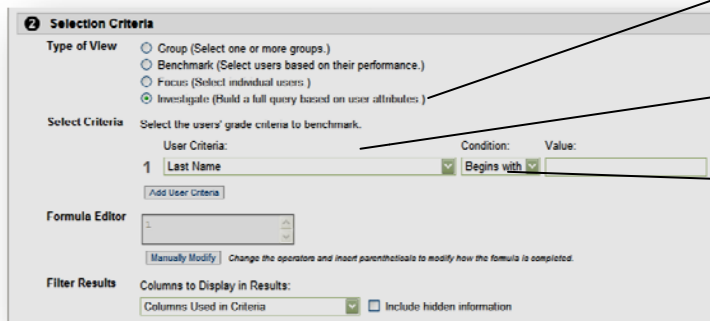
Use the radio button to Select Criteria for **All Students** or **Selected Students**. If Selected Students is picked, hold the Control Key down and click the Students to include from the selection box.

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

You can choose to show the hidden columns in the results

Add an Investigate Smart View:

Smart Views of Grade Center data can be based on a complex query of student and column attributes.



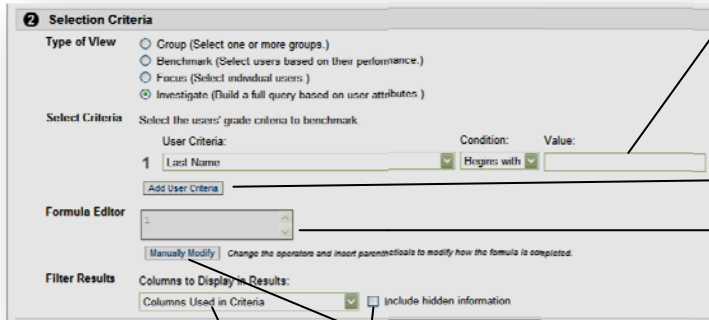
2 Choose the investigate option

Select **Student Criteria** from the drop-down menu. For example, "Grade on Midterm"

Select a **Condition** from the drop-down menu. The possible selections differ with each type of item.

- For Names, the condition must be set to either **Begins with** or **Contains**.
- For Dates, the condition must be set as either **Before** or **After**.
- For scores or percentages, the condition must be one of a number of options, such as **Equal to**, **Less than**, **Greater than**, and others.

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2 Enter a **Value** for the condition. The value entry depends upon the criterion selected. Date criteria require specific Date values; Name entries require specific letter or name entries. A Value entry will specify the Student Criteria for the Smart View. For example, entering “60” as a value for a Midterm test would pull all students who scored 60 or less on the Midterm test.

To add a second Student Criterion, click **Add Student Criteria**, and make additional selections. Criteria are always added as AND statements. The formula for the query is displayed in the **Formula Preview** box.

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

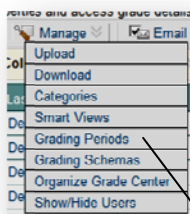
Select the Filter Results by picking which **Columns to Display in Results** from the drop-down menu. You can also choose to include hidden columns in the results

Manage Grading Periods;

Grading Periods are user created segments that can help manage the Grade Center. Grading Periods, for example, can be defined as Terms, Semesters, Quarters, Years, and so on, and can have date ranges that further define them. Grading Periods are not created by default. If desired, they must be defined by Instructors.

Defining Grading Periods and associating Grade Center columns to a Grading Period allows Instructors to effectively organize and report on Grade Center data. Instructors can filter the Grade Center by Grading Period to display only the columns in the segment. For example, an Instructor may configure the Grade Center to display the First Quarter columns, reducing searching and scrolling.

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



2. Select **Grading Periods** from the Action Link menu.

3. Click **Add Grading Period**. 

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