How to Use Smart Views Tool

This tutorial will show you how to use the Smart Views tool.

1. Enter your course.

2. Under Course Management, click to open the Control Panel link if it is not already open, and then click on Grade Center.

3. Under Grade Center, click on Full Grade Center.
4. In the new window Grade Center: Full Grade Center, mouse over Manage to see the Action Link, and then click Smart Views.

5. In the new window Smart Views, you can see the default Smart Views options, such as assignments and tests.
6. Click on **Create Smart View** link. You will see the new window **Create Smart View**, under section 1. **Smart View Information**, type a **Name** and **Description** for your Smart View. Click the **Add as Favorite** checkbox to add any default or custom Smart View as Favorite, which can be directly accessed from the Smart Views page.

7. Under the section **2. Selection Criteria**, select and configure the criteria to create your smart view. For example, to create a Smart View of “students failed in test”, you need to
   • For **Type of View**, select **Performance** to view specific users based on their performance on a single item.
   • For **Select Criteria**, select **User Criteria** Grade on MidTerm Exam (Score) from drop down menu, select **Condition** as Less than or Equal to, and set **Value** at 60.
   • For **Filter Results**, choose Selected Columns Only from the drop down menu, and then choose the MidTerm Exam.

8. After configuration, click Submit. You will see the confirmation message.
9. Now your new Smart View is listed in the Smart Views page.

- [ ] Students failed in test

This is the place where the instructor can use to enter description of the new Smart View. For example, students who score less than a 60 in a test.