



How do I create a smart view?

Smart View enables instructors to create views of the Grade Center based on a variety of student criteria.

To create a smart view,

1. Go to **Control Panel > Evaluation > Grade Center**.
2. Click **Manage** button at the top of the gradebook.
3. Select **Smart Views**



4. Click **Create Smart View**



5. Follow the directions on this page to enter the required information.
6. Click **Submit** when you are done.
7. Go back to the **Grade Center** page. You can select the new view of the grade center by clicking **Full Grade Center**. Then, you can set the new view as default view of the Grade Center by clicking on **Set as Default** button.

