

Creating Smart Views in the Grade Centre

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What are Smart Views?

You can use Smart Views to create additional views of the Grade Centre that are tailored to suit your marking. You can choose to view specific columns, groups of students, performance views or a combination of some or all of those options.

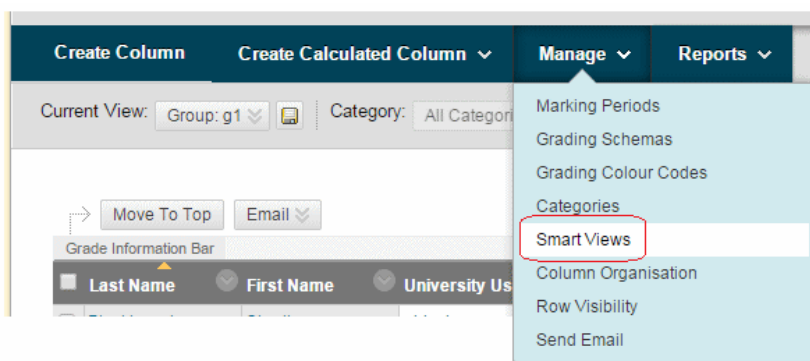
Creating a Smart View

Grade Centre

1. From your module **Control Panel** open the **Grade Centre**.

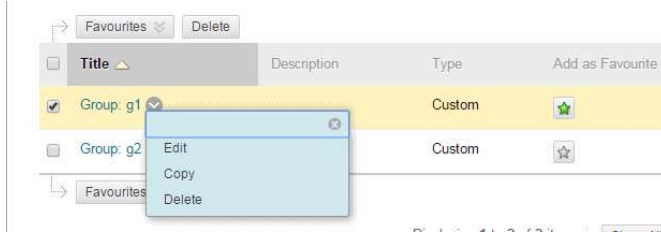


2. Hover your mouse pointer over Manage, a menu will appear, choose Smart View

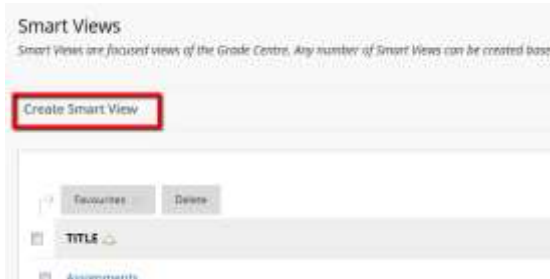


3. You will be presented with a list of any existing Smart Views, which you may edit, copy, delete, or make a favourite.

Note that “favourite” smart views will appear as short cuts within the Grade Centre menu within the Control Panel.



4. To create a new Smart View click on Create Smart View.



5. Enter a name and description for your Smart View.

6. If you wish you may set it to be a favourite smart view. Favourites will appear within the Control Panel so they are easy to get to.



Type of Smart View

Type of View

- ☒ **Course Group** View one or more Course Groups.
- ☐ **Performance** View specific users based on their performance on a single item.
- ☐ **User** View individual users.
- ☐ **Category and Status** View items by their category and status.
- ☐ **Custom** Build a query based on user criteria.

7. Choose the type of Smart View you wish to set up:

Group

A group smart view will show selected groups that have been set up in your course.

Benchmark/Performance

A benchmark view will show a view based on performance in a single gradable item.

Focus/Users

A focus view will show selected users only.

Category and Status

Only useful if you categorise your assessments, eg. you could add the category of Formative or Summative to your assessments and create a Smart View for each Category.

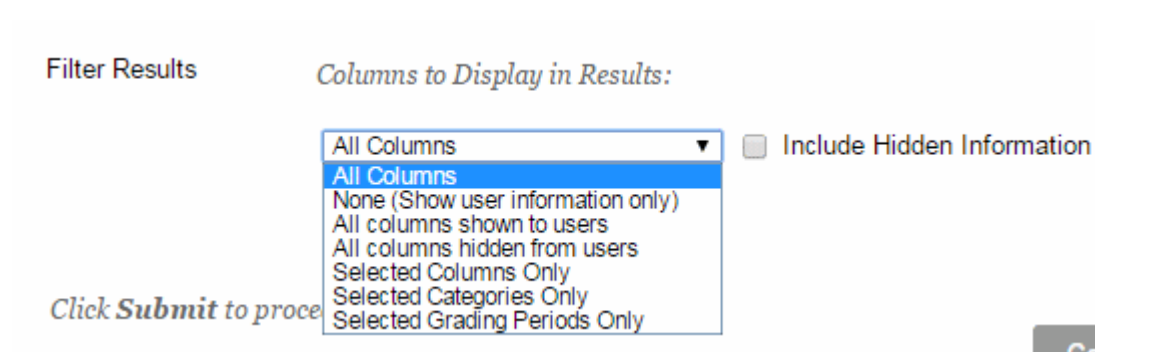
Investigate/Custom

An Investigate smart view will show data based on a complex query of student and grade centre column attributes.

8. Select the criteria to be used by the view. This will vary depending on the type of view you have chosen to create.

Data

9. Choose which data should be shown in the view by selecting Filter Results from the dropdown menu.



The screenshot shows a web interface with a section titled 'Columns to Display in Results:'. On the left, there is a label 'Filter Results' and a text prompt 'Click **Submit** to proceed'. A dropdown menu is open, displaying the following options: 'All Columns' (highlighted), 'None (Show user information only)', 'All columns shown to users', 'All columns hidden from users', 'Selected Columns Only', 'Selected Categories Only', and 'Selected Grading Periods Only'. To the right of the dropdown is a checkbox labeled 'Include Hidden Information' which is currently unchecked. A small grey button with a 'C' icon is visible at the bottom right of the form area.

10. Click on Submit to finish.