



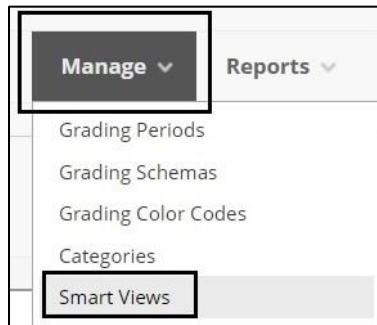
Edit Smart View in Grade Center

Edit Smart View 1

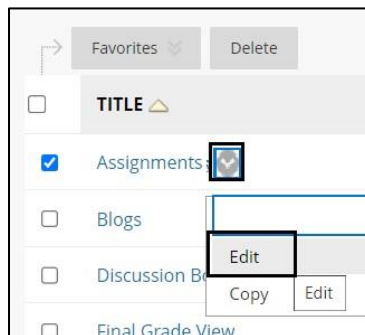
Edit Smart View

A Smart View is a specific view of the Grade Center based on Categories or a set of criteria. These steps will assist in making sure the Smart View is tied to the correct category.

1. In the Full Grade Center, go to **Manage > Smart Views**



2. On the Smart Views page, mouse over the Smart View, in this example we will select **Assignments > Select the downward arrow > Select Edit**



3. On the Smart View page, scroll down to **Selection Criteria** > Under **Categories**, select the drop-down button and change from All to **Assignments**

SELECTION CRITERIA

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.

Select Criteria

Categories: All Users: All Users Include Hidden User Information

Filter Results

All
Assignment
Attendance
Blog

Assignment

4. Press **Submit** to save.

Note: Take these same steps to update the **Tests Smart View** under Full Grade Center by selecting Tests under Categories.

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu