This handout contains the exact same information as the corresponding Blackboard Learn Grade Center videos which are available at http://www.youtube.com/playlist?list=PLE725371D98B30CFC.

Add a Quick Comment to the Grade

☐ Step-by-step

✓ Smart views are filtered views of data that originate from the Full Grade Center page.
✓ To get started, make sure to be on the Full Grade Center page.
✓ For this tutorial, two columns, Paper 1 and Paper 2 will be used to create a smart view. On the Full Grade Center page, locate and hover over the Manage tab. Click on Smart Views.

Note: For this tutorial, ensure that Paper 1 and Paper 2 or the columns you are using are a part of a category. To learn how to assign a column to a category, review G05-Assigning Grade Categories.

✓ The Smart Views page will appear. Click on the Create Smart View tab.
Now, the Create Smart View page will appear. Provide a name for the smart view in the Name field, as it is required. For this tutorial, the name “Papers” will be used. Also, click in the Description field to provide additional descriptive text of the smart view’s purpose.

In section 2, Selection Criteria, the Type of View options allows different types of criteria to affect how the smart view displays the grade center data. For this tutorial, click the Category and Status radio button. Then for the Select Criteria area, click the Categories dropdown and click Papers.

Note: To create a category, go to the Full Grade Center page, hover over the Manage tab, and then click on Categories. Once on the Categories page, click the Create Category tab. Once on the Create Category page, name the Category and click Submit. The new category will be created.

Lastly, click the Users dropdown and click All Users.

Once finished, click the Submit button.

To allow the Papers smart view to appear on the grey, Course Management menu, click the Add as Favorite (looks like a star) button on the Smart Views page until it turns green. This button when enabled allows the smart view to be kept as a favorite and thus easier to retrieve in the future.
Click the OK button on the bottom right of the Smart Views page. The Full Grade Center page will appear and the Course Management menu will now show the Papers smart view link. Click the Papers link.

The Papers smart view page will appear and show the grade center data.