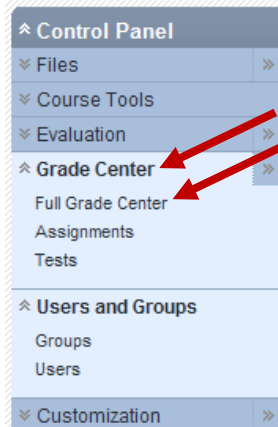


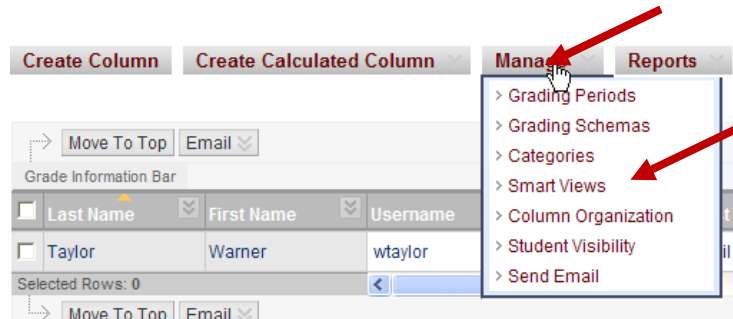
Sort Grade Book by Group

After creating groups and placing students in those groups (sections), we can set up a **Smart Views** for your grade book.

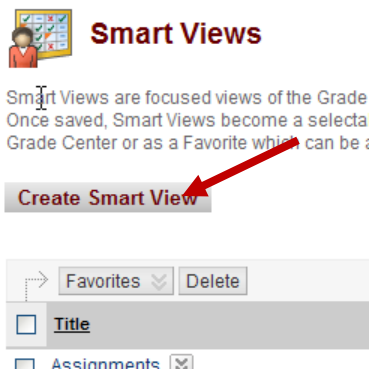
1. Go to **<Full Grade Center>** under **<Grade Center>** in the **<Control Panel>**.



2. Click **<Manage>** and **<Smart Views>** in drop menu.



3. Click **<Create Smart View>**.



Sort Grade Book by Group

4. <Name> your section, type a <Description>, choose <Course Group>, and Group criteria (under **Select Criteria** section). Checking the <Add as Favorite> box will add it to the left Course management Menu.

1. Smart View Information

* Name

Description

Type

Add as Favorite

2. Selection Criteria

Type of View **Course Group** View one or more Course Gro
 Performance View specific users based on t
 User View individual users.
 Category and Status View items by their cate
 Custom Build a query based on user criteria.

Select Criteria Select the groups to include in this Smart View. H

User Criteria: Condition: Value:

Filter Results Columns to Display in Results:

Incl

5. Click <Submit>.



Sort Grade Book by Group

6. Repeat steps 3 to 5 for another section.



Smart Views

Smart Views are focused views of the Grade Book. Once saved, Smart Views become a selectable view in the Grade Center or as a Favorite, which can be used to filter and sort data.

Create Smart View

Favorites Delete

Title

Assignments

1. Smart View Information

Name

Description

Type

Add as Favorite

2. Selection Criteria

Type of View

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

Select Criteria

Select the groups to include in this Smart View. Hold down the Ctrl key to select multiple groups.

User Criteria:	Condition:	Value:
<input type="text" value="Group"/>	<input type="text" value="Equal to"/>	<input type="text" value="Group 1"/> <input type="text" value="Group 2"/>

Filter Results

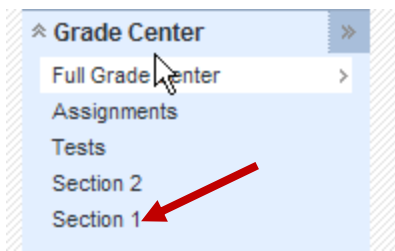
Columns to Display in Results:

Cancel Submit



Sort Grade Book by Group

- Sections now show in Grade Center.
- Clicking on **<Section 1>** brings up the appropriate students.



- Click on **<Filter>** link. Then clicking the down arrow next to **<Current View:>** allows you to change from Section to Section (Section 1 to Section 2).

