**Smart Views**

Using Smart Views in your Grade Center can help you section off parts of your class by Group, Child Course ID, and even by type of Assignment.

**Creating a Smart View**

1. Navigate to [https://blackboard.towson.edu/](https://blackboard.towson.edu/).
2. Log in with your Towson University Net ID and password.
3. Enter the course you’d like to add a Smart View to.
4. On the left hand side, click Grade Center.
5. Select Full Grade Center.
6. At the top of the page, click Manage.
7. Select Smart Views.
8. From here, you can see a list of default Smart Views that Blackboard creates by default to allow you to filter your Grade Center by type of Assignment.
9. At the top of the page, click Create Smart View.
10. Type a Name for your Smart View. You’ll use this as reference later on.
11. Under Selection Criteria, choose the Type of View you’d like to create.

<table>
<thead>
<tr>
<th>Type of View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance View</td>
<td>View specific users based on their performance on a single item.</td>
</tr>
<tr>
<td>User View</td>
<td>View individual users.</td>
</tr>
<tr>
<td>Category and Status</td>
<td>View items by their category and status.</td>
</tr>
<tr>
<td>Custom</td>
<td>Build a query based on user criteria.</td>
</tr>
</tbody>
</table>

Figure 1

a. To sort by Child Course ID, you must choose Custom.

12. Select the Criteria you’d like to include in your view. The type of Criteria changes for every Type of View. We encourage you to try them all.

   a. To create a Criteria for Child Course ID, you must be in a combined course and type the Child Course ID into the Value.
13. Once finished, click Submit.

14. To filter your Grade Center by your new Smart View, click Filter on the right hand side of your Grade Center.

15. Next to Current View, click Full Grade Center.

16. Select your Smart View.

Deleting a Smart View

1. Navigate back to your Full Grade Center.

2. At the top of the page click Manage.

3. Select Smart Views.

4. Locate the Smart View you’d like to delete and hover your cursor over it.

5. Click the down arrow to the right of the Smart View’s Title.

6. Select Delete.

Please Note: You can only Delete custom Smart Views that you create. Blackboard default Smart Views cannot be deleted.