Smart View: Filter Students of a Combined Course in the Grade Center

In the Grade Center, you may view students in individual classes of a combined course. To do this, you will need to create a Smart View.

Create Smart View

1. Enter the course, and make sure Edit Mode is set to ON.
2. Scroll down to the control panel on the left, and click Grade Center.
3. From the options that expand, select Full Grade Center.

4. Click the Manage button and select Smart Views from the drop down menu.
5. Click the Create Smart View button.

6. Name the new Smart View based on how you wish to label the first class.
   **Note:** The description is optional.
7. In section 2, Selection Criteria,

8. Using a print-out of your roster

9. Click the Submit button.

select the radio button for User View individual users.
10. Repeat steps 3-7 for your second class.
11. In the Smart Views area, place a green star beside your new smart view(s). Click OK.
12. Now under the Grade Center in your control panel, you will see the smart view options you created.

If you have any questions or comments regarding the outlined in this document, please contact UHD Blackboard Support by calling (713) 221-2786, or by an email to bb@uhd.edu.