Blackboard Grade Center – Smart Views

Smart Views allow you to display only specific types of items in the Grade Center; for example, the Tests and Assignments are “smart views” which are available by default.

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. Scroll to the column you wish to sort by (for example, a specific assignment you want to sort by grade). Click its action link to find the two sorting options at the bottom.
   a) Sort Ascending – sorts the column alphabetically or numerically from lowest to highest
   b) Sort Descending – sorts the column alphabetically or numerically from highest to lowest
5. Once you make your selection, the column will sort automatically.

Organizing All Columns in Grade Center

1. Go to the Grade Center and click the Manage button.
2. Select Column Organization.
3. In the column organization area, scroll down to see the list of all your assignments, discussions and tests. To change the order of the columns, click the move icon to the left of it and drag it down or up in the list. The top-most row in this area will be displayed as the left-most column in the Grade Center.

4. You may also hide or show a column by placing a checkmark beside the columns you wish to hide, and clicking the Show/Hide button. Note: this does not hide grades from students in their “My Grades” area.
5. A hidden column is indicated by gray italics and the word (Hidden) next to it.

6. You may also change the category of a column by placing a checkmark beside it and clicking the Change Category To... button. This is useful if you are using advanced Grade Center calculations and need to add or remove an item into a certain category.

7. Once you have organized your column settings, you must click the Submit button in order for the changes to take place.

If you have any questions or comments regarding the steps outlined in this document, please contact UHD Blackboard Support by calling (713) 221-2786, or by contacting the team.