# Create a Smart View to Distinguish Different Sections

You have a class in which you've combined several sections into one by linking the Blackboard course sites but at times you want to separate out the different sections. You can do this by creating a column to distinguish the different sections and then creating "Smart Views" to sort the students.

Create a "Text" column to label the sections

You'll need to know which sections students are in – if you've already combined the sections you can still go to UA Online (http://uaonline.alaska.edu) to find the class lists for the different sections. Have that ready as you go to the grade center in your combined class (Control Panel > Grade Center > Full Grade Center)
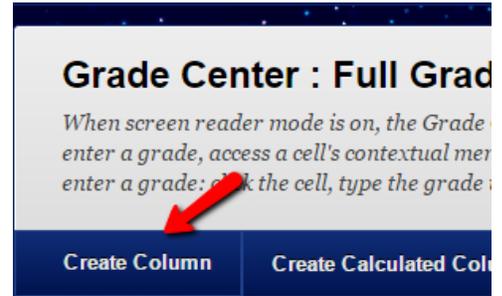
* Use the "Create Column" button to create a new column.
* Create a column with Name (e.g., Section) and Primary Display set to "Text", then Submit.
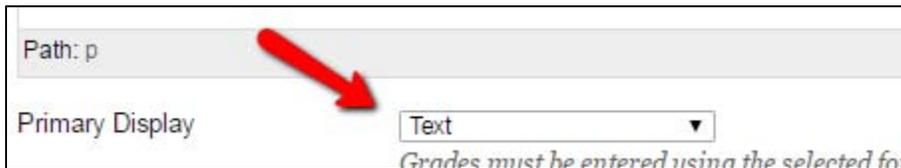
* Give the column zero points (points are required even for type Text)
* Go to Manaage, Column Organization and re-order the column if you like (i.e., drag it to the top of the list if you want it to be near the students names)

Fill in the section labels

* Fill in section labels. Any sort of label will do (e.g., j01, j02, j03 etc.) as long as each section has a unique and consistent label.
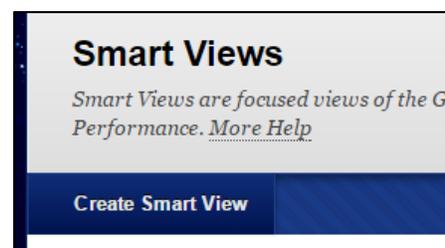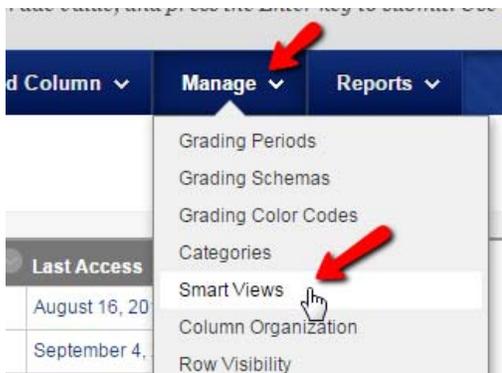

Create a Smart View for Each section

* Go to "Manage" and then "Smart Views"
* Click "Create Smart View"

(Create Smart View – continued)

- Name the Smart View (e.g., Section J01)
- Click "Add as Favorite"

SMART VIEW INFORMATION

✴ Name	Section JO1
Description	
Type	Custom
Add as Favorite	☑

- Scroll down. Check the circle next to "Custom"
- For "Select Criteria" choose "Grade on Section (Text)" where "Section" is the name of the column that was created.

⦿ **Custom** Build a query based on user criteria.

Select Criteria

Select the users' grade criteria to benchmark.

1 User Criteria: Condition: Value:

Grade on Section (Text) ▾ Equal to ▾ j01

Add User Criteria

- Set condition "Equal to" and Value "j01" (where that is the label of this particular section)
- IMPORTANT! – Near the bottom change "Filter Results" (Columns to Display in Results" to "All Columns"

Manually Edit

Filter Results   *Columns to Display in Resul*   **Show all columns in result**

All Columns ▾ ☐ Include Hidden Information

- Submit then repeat for each section.

Once you have created a Smart View for each section (and made it a favorite) then the Smart Views will appear under Full Grade Center in the control panel . Clicking on any of these shows only the students in that section.

If not all the grade columns are displayed then go back and make sure "Filter Results" is set properly.

▼ **Grade Center** →

Needs Grading
Full Grade Center
  Assignments
  Section J01
  Section J02
  Section J03
  Tests