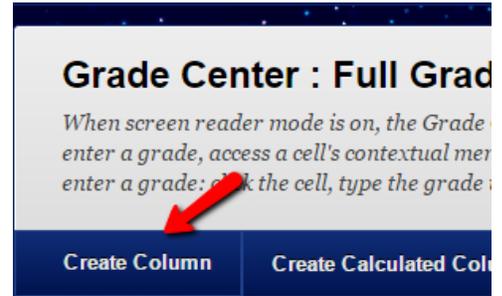


Create a Smart View to Distinguish Different Sections

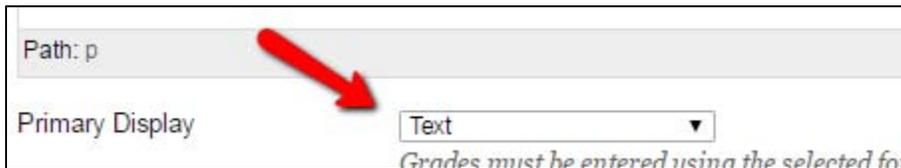
You have a class in which you've combined several sections into one by linking the Blackboard course sites but at times you want to separate out the different sections. You can do this by creating a column to distinguish the different sections and then creating "Smart Views" to sort the students.

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.



The screenshot shows a form with a 'Path: p' field and a 'Primary Display' dropdown menu. The dropdown menu is set to 'Text'. A red arrow points to the dropdown menu. Below the form, there is a note: 'Grades must be entered using the selected for'.

- Give the column zero points (points are required even for type Text)
- Go to Manage, 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.

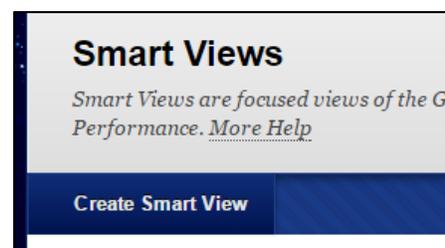
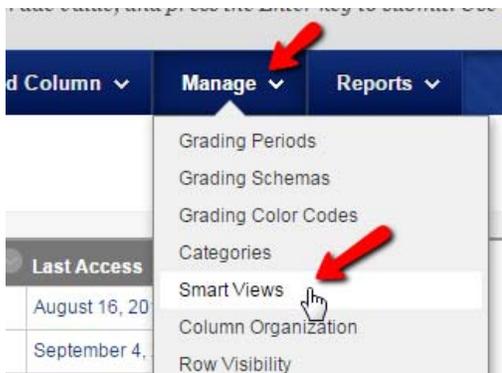


The screenshot shows a 'Grade Information Bar' with a table. The table has columns: Last Name, Last Access, Section, Total, Weighted Total, and 1. Test. The 'Section' column contains labels: j01, j02, j03, j01. A red arrow points to the 'Section' column, and a red box highlights the text 'Section Labels'.

Last Name	Last Access	Section	Total	Weighted Total	1. Test
Student 1	August 16, 2016	j01	332 (92.22222%)	--	1.00
Student 10	January 6, 2015	j02	53 (96.36364%)	--	1.00
Student 2	August 11, 2015	j03	8	--	--
Student 3	September 4, 2013	j01	53 (96.36364%)	--	1.00

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 J01

Description: [Empty text area]

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.

Select Criteria

Custom Build a query based on user criteria.

Select the users' grade criteria to benchmark.

1 User Criteria: Grade on Section (Text) Condition: Equal to Value: 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”

Filter Results

Manually Edit

Columns to Display in Results: All Columns

Show all columns in result

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