Grade Center Smart Views
(Audience: Instructors)

Filtered data based on selected criteria

Default smart views or custom smart views

Activity and achievement

1) Navigate to the Grade Center from within the course site.

2) Click <Manage> and select Smart Views.
3) Click <Create Smart View>.

4) Enter a **Name** (required) and **Description** (optional).

5) Select the checkbox next to **Add as Favorite** to have a link to this Smart View included in the **Control Panel**.
6) Select a **Type of View**.

7) Select the Criteria from the drop-down lists.

8) Select a status from the **Filter Results** drop-down list.

9) Click **<Submit>**.