Creating Smart Views for Merged Course Grading

Purpose: The purpose of this job aid is to set up Smart Views for merged course grading. Instructors who have multiple sections of the same course use Smart Views to organize their students in their Grade Centers and email students from each section separately. Follow the steps below to create Smart Views that automatically adjust, based on the child course column in the Grade Center.

1. From a Blackboard Course, go to Grade Center > Full Grade Center > Manage > Smart Views.

2. From the next screen, click Create Smart View.

3. Give it a name, check the box next to Add as Favorite, and from Selection Criteria > Type of View choose Custom.

4. From Select Criteria > User Criteria, choose Child Course ID. (Note: you will see this only in a merged course with two or more child courses.)

NOTE: You will need to know the exact ID of the Child Course: [DEPT – COURSE NUMBER – SECTION NUMBER – TERM] e.g., “ACCT-201-01-FA17”
5. If you’d like to see all grade columns for your students, select All Columns from the Filter Results drop-down.

6. Click Submit. You can now access your Smart View by clicking on Grade Center and choosing the name of the Smart View underneath, or by hovering over Full Grade Center next to Current View and choosing a Smart View.
Smart View uses the Child Course ID to automatically filter your students into the correct Smart View, you no longer have to manually maneuver users into their respective groups (unless you want to restrict content, Assignments, Tests, etc. by section—in that case,).

Related job aid: Creating Groups job aid.

Blackboard Help:
https://help.blackboard.com/Learn/Instructor/Grade/Customize_Grading_Interface/Smart_Views