

# LEARNING MANAGEMENT SYSTEM USER GUIDE: GRADE CENTRE: SMART VIEWS

Smart Views are specific sub-set views of the Grade Centre based on a variety of criteria including grading periods, category and performance. Once created and saved, Smart Views listed as favourites become an item on the Grade Centre list in the Control Panel. Users can toggle back and forth between the Full Grade Centre view, Smart Views, and Grading Periods. Any Smart View can be saved as the default view of the Grade Centre.

There are *five* different types of Smart Views:

- **Subject Group** allows staff to view one or more groups which have been created within the subject or community.
- **Performance** allows staff to view specific students based on performance on a single item that appears in the Grade Centre.
- **User** allows staff to view individual students.
- **Category and Status** allows view of columns by their category and status.
- **Custom** allows staff to build a query based on user criteria. This is a combination of the other types of smart views.

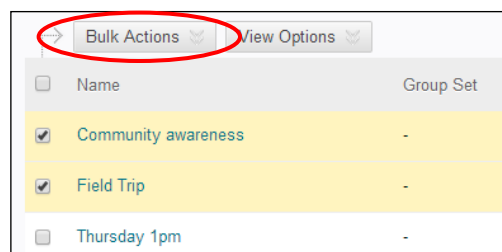
## Create a group smart view

Group Smart Views can be created as the group is created (by selecting the Smart View option) or any time afterwards via the Groups tool or Grade Centre. For information on creating groups see: [http://www.lms.unimelb.edu.au/user\\_guides/groups\\_guide.pdf](http://www.lms.unimelb.edu.au/user_guides/groups_guide.pdf)

The instructions below talk about creating Smart Views once the groups have already been created.

### Via the groups tool

1. Open **Control Panel >> Users and Groups >> Groups**.
2. Click the check box to the left of each group to have a Smart View created.
3. Select **Bulk Actions >> Create Smart View for Group**.
4. A success message will appear at the top of the page.



### Via the Grade Centre

1. In the *Grade Centre* under control panel select **Manage >> Smart Views**.
2. Click **Create Smart View**.
3. Enter a name and description.

Note: The description is optional but will appear on the *Manage Smart Views* page. This assists other teaching staff identify the purpose of the Smart View and may help to prevent duplicates.

4. Tick **Add as Favourite** if desired (this action puts a star next to the Smart View name for higher visibility when selecting and adds this Smart View to the list of Grade Centre options listed under the Control Panel).
5. At **Type of View** select the **Subject Group** radio button.
6. At **Select Criteria** choose the groups to be included in the Smart View. Use Ctrl-click to select multiple groups, or Shift-click to select a range of groups.

7. **Filter Results** by picking the columns to display in the results from the drop-down menu. Multiple columns can be selected by pressing Ctrl + clicking the desired columns. The following choices are possible:
  - **All columns**
  - **None (Show user information only)**
  - **All columns shown to users**
  - **All columns hidden from users**
  - **Selected columns only** (select the desired columns from the selection list or list of columns).
  - **Selected categories only** (select the desired categories from the list of categories)
  - **Selected grading periods only** (The University of Melbourne does not use grading periods so this option is not recommended.)
8. Click **Submit**.

## Create a performance smart view

1. In the *Grade Centre* under control panel select **Manage >> Smart Views**.
2. Click **Create Smart View**.
3. Enter a name and description.

Note: The description is optional but will appear on the *Manage Smart Views* page. This assists other teaching staff identify the purpose of the Smart View and may help to prevent duplicates.

4. Tick **Add as Favourite** if desired (this action puts a star next to the Smart View name for higher visibility when selecting and adds this Smart View to the list of Grade Centre options listed under the Control Panel).
5. At **Type of View** select the **Performance** radio button.
6. At **Select Criteria** choose the criteria to construct the Smart View (e.g. Grade on Quiz 2 (score) greater than or equal to 80).
7. **Filter Results** by picking the columns to display in the results from the drop-down menu. Multiple columns can be selected by pressing Ctrl + clicking the desired columns. The following choices are possible:
  - **All columns**
  - **None (Show user information only)**
  - **All columns shown to users**
  - **All columns hidden from users**
  - **Selected columns only** (select the desired columns from the list of columns).
  - **Selected categories only** (select the desired categories from the list of categories)
  - **Selected grading periods only** (The University of Melbourne does not use grading periods so this option is not recommended.)
8. Click **Submit**.

## Create a user smart view

1. In the *Grade Centre* under control panel select **Manage >> Smart Views**.
2. Click **Create Smart View**.
3. Enter a name and description.

Note: The description is optional but will appear on the *Manage Smart Views* page. This assists other teaching staff identify the purpose of the Smart View and may help to prevent duplicates.

4. Tick **Add as Favourite** if desired (this action puts a star next to the Smart View name for higher visibility when selecting and adds this Smart View to the list of Grade Centre options listed under the Control Panel).
5. For **Type of View** select the **User** radio button.
6. At **Select Criteria** choose the users to be included in the Smart View. Use Ctrl-click to select multiple users, or Shift-click to select a range of user.
7. **Filter Results** by picking the columns to display in the results from the drop-down menu. Multiple columns can be selected by pressing Ctrl + clicking the desired columns. The following choices are possible:
  - **All columns**
  - **None (Show user information only)**
  - **All columns shown to users**
  - **All columns hidden from users**
  - **Selected columns only** (select the desired columns from the list of columns).
  - **Selected categories only** (select the desired categories from the list of categories)
  - **Selected grading periods only** (The University of Melbourne does not use grading periods so this option is not recommended.)
8. Click **Submit**.

## Create a category and status smart view

1. In the *Grade Centre* under control panel select **Manage >> Smart Views**.
2. Click **Create Smart View**.
3. Enter a name and description.

Note: The description is optional but will appear on the *Manage Smart Views* page. This assists other teaching staff identify the purpose of the Smart View and may help to prevent duplicates.

4. Tick **Add as Favourite** if desired (this action puts a star next to the Smart View name for higher visibility when selecting and adds this Smart View to the list of Grade Centre options listed under the Control Panel).
5. For **Type of View** select the **Category and Status** radio button.
6. At **Select Criteria** choose the category (e.g. assignment, test, discussion) and users to be included. If using *Selected Users* or *Selected groups*, use Ctrl-click to select multiple users/groups, or Shift-click to select a range of users/groups.
7. **Filter Results** by picking the columns to display in the results from the drop-down menu. Multiple columns can be selected by pressing Ctrl + clicking the desired columns. The following choices are possible:
  - **All Statuses**
  - **Completed**

- **Edited Manually**
- **Exempt**
- **In Progress**
- **Needs Grading**
- **Not Attempted**

8. Click **Submit**.

## Create a custom smart view

1. In the *Grade Centre* under control panel select **Manage >> Smart Views**.
2. Click **Create Smart View**.
3. Enter a name and description.

Note: The description is optional but will appear on the *Manage Smart Views* page. This assists other teaching staff identify the purpose of the Smart View and may help to prevent duplicates.

4. Tick **Add as Favourite** if desired (this action puts a star next to the Smart View name for higher visibility when selecting and adds this Smart View to the list of Grade Centre options listed under the Control Panel).
5. For **Type of View** select the **Custom** radio button.
6. At **Select Criteria** choose the appropriate criteria and condition to construct the Smart View (e.g. Grade on Quiz 1 (score) greater than or equal to 80).

Note: To add a second criterion, click **Add User Criteria**, and make additional selections. The newly added Criteria can be deleted when it's not required. By default, the specified criteria are added as AND statements which mean, all criteria must be met for the Smart View to include the item.

7. The operators and parentheses in the query formula can be edited as desired in the *Formula Editor* box. To edit the formula manually, click **Manually Edit** and enter a new formula.
8. **Filter Results** by picking the columns to display in the results from the drop-down menu. Multiple columns can be selected by pressing Ctrl + clicking the desired columns. The following choices are possible:

- **All columns**
- **None (Show user information only)**
- **All columns shown to users**
- **All columns hidden from users**
- **Selected columns only** (select the desired columns from the list of columns).
- **Selected categories only** (select the desired categories from the list of categories)
- **Selected grading periods only** (The University of Melbourne does not use grading periods so this option is not recommended.)

9. Click **Submit**.

## Use a smart view

Once a Smart View has been created, it can be used by any member of the teaching staff who is involved with the subject. When a Smart View is in use, the data downloaded from the Grade Centre includes only the students defined by the filters created in the Smart View. This is useful for staff wanting to obtain an offline grade record for all students within a particular tutorial.

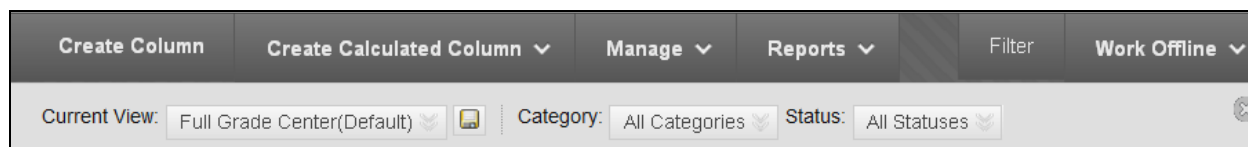
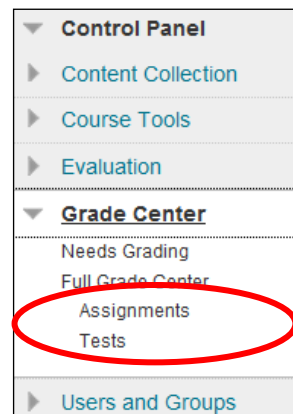
### Method 1


1. In the *Control Panel* click *Grade Centre* to expand menu (if not already expanded).
2. Click the name of the desired *Smart View* from the list offered.

Note: Only Smart Views listed as favourites may be selected with this method.

### Method 2

1. In the *Full Grade Centre* click **Filter**.
2. An additional tool bar will appear which includes *Current View*, *Category* and *Status*.



3. From *Current View* select the desired Smart View from the list offered.
4. If desired you can click the **Set current view as default** button  if you wish this Smart View to become the default view. If you are one of multiple staff using this subject, please be aware that changing the default view will impact on all staff viewing the Grade Centre.
5. Click **Filter** again to hide the additional tool bar.

Please report any errors or omissions in this guide to  
[lms-guides@lists.unimelb.edu.au](mailto:lms-guides@lists.unimelb.edu.au)

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