

## Using Smart View to Manually Enter Grades for a single item

To **Create the Smart View** from Grade Center, click on **Manage Menu** on the topmost tool bar. From the menu, select **Smart Views**.

1. In the Smart Views window, you will click the button **Add Smart View** to enter the Create Smart View window.
2. Enter a name for the new smart view (ie Enter Grades) and to enter a description is optional.
3. In section 2 **Selection Criteria**, click **Focus (Select individual users.)**
4. The **Select Criteria** area will change and you may use **Selected Users** default and select one or multiple users from the listing of students. If you wish to have all users in the course available for grade entry, select the button **Select All** at the bottom of the listing box.
5. In the area **Filter Results**, use the drop down list to select the item **Selected Columns Only**.
6. This selection will cause a new drop down list to appear that lists the column items available for the Smart View you are creating. You will select the one column that you will be entering grades.

The screenshot shows the 'Smart View Information' and 'Selection Criteria' sections of a web application. The 'Name' field is filled with 'Enter Grades'. The 'Type of View' is set to 'Focus (Select individual users.)'. The 'Users' dropdown is set to 'All Users'. The 'Filter Results' dropdown is set to 'Selected Columns Only', and a secondary dropdown shows 'Total', 'Weighted Total', and 'ECL-101'. The 'Submit' button is visible at the bottom right.

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### 1 Smart View Information

\* Name

Description

### 2 Selection Criteria

Type of View

- Group (Select one or more groups)
- Benchmark (Select users based on their performance.)
- Focus (Select individual users.)
- Investigate (Build a full query based on user attributes.)

Select Criteria Select the users and columns to include in this Smart View. Hold down the Ctrl button to select multiple items from one drop-down list.

Users:

Include hidden user information

Filter Results Columns to Display in Results:

### 3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

7. Click the **Submit** button to create the view and return to the Grade Center view.

8. In the **Grade Center** window on the second tool bar, select the menu by **Current View** and select the newly created Smart View for entering grades (ie Enter Grades). **NOTE:** You may still Hide columns even in this view to make it less busy. Remember the items displayed in addition to the one column in the view are controlled by the columns you indicate in **Organize Grade Center**.

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**Grade Center**

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade, and then click on the cell again to save the grade. Use the contextual menus to modify column properties and access other features.

Add Grade Column | Add Calculated Column | Manage | Email

**Current View:** Enter Grades | Set as Default | **Sort Columns By:** Layout Position

<input checked="" type="checkbox"/>	Last Name	First Name	ECI-LIO 1
<input type="checkbox"/>	Arthur	Nathaniel	-
<input type="checkbox"/>	Bezy	Michael	-
<input type="checkbox"/>	Byrd	Shena	29.00
<input type="checkbox"/>	Fitzgerald	Teresa	30.00
<input type="checkbox"/>	Furrow	Andrew	-
<input type="checkbox"/>	Griffin	Elizabeth	29.00
<input type="checkbox"/>	Grisso	Sandra	26.00
<input type="checkbox"/>	Hale	Brian	30.00
<input type="checkbox"/>	Hall	Shannon	29.00
<input type="checkbox"/>	Hostutler	Cynthia	27.00
<input type="checkbox"/>	Law	Leslie	30.00

Selected Rows: 0

**Grade Information Bar**

9. The next time you enter manual grades for a different column, you will need to modify this Smart View to be the column in which you wish to enter grades, save the modified view, and then make the modified view the Current View.