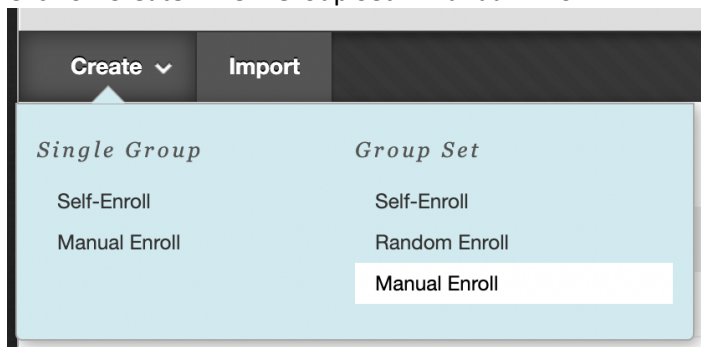


Using Groups to Create Gradebook Smart Views

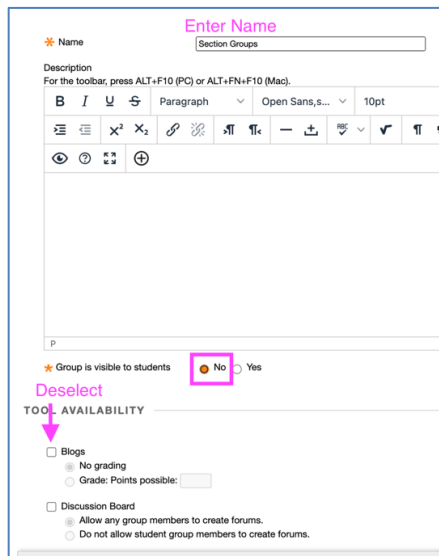
This process is typically used to divide a master course gradebook into sections for easier grading, for example if multiple Instructors/TAs have different grading assignments.

Step 1: Create Groups

1. In your course menu, go to Control Panel > Users and Groups > Groups
2. Click on Create > New Group Set > Manual Enroll



3. Give the group set a name, e.g. Section Groups
4. For Group is Visible to Students, select No.
5. Deselect all the tools



6. Enter the Number of Groups to create.
7. Select “Create smart view for each group in set.”
8. Click Submit

* Number of Groups Enter number

☒ Create smart view for each group in set.

Select

Click **Submit** to proceed.

Cancel Submit

Step 2: Enroll Students

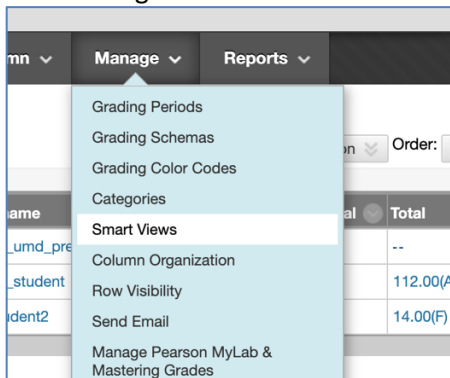
For each Group:

1. Click Add Users.
2. Select the appropriate group members.
3. Click Submit to save the group membership.

Finally, Submit the main group page once you’re done adding students to all the groups.

Step 3: Manage Smart Views

1. Go to the Full Grade Center.
2. Click Manage > Smart Views.



3. Click the “Add to favorites” button (star icon) next to each group to add it to the course menu.
4. If needed (e.g. you want to label the views “Instructor A’s Students”, “Instructor B’s Students” etc.) you can rename the smart views by clicking the dropdown next to the group name and selecting Edit.

<input type="checkbox"/> Blogs	System	
<input type="checkbox"/> Discussion Boards	System	
<input type="checkbox"/> Final Grade View	System	
<input type="checkbox"/> Group: Section Groups 1	Custom	
<input type="checkbox"/> Group: Section Groups 2	Custom	Add to favorites.
<input type="checkbox"/> Group: Section Groups 3	Custom	
<input type="checkbox"/> Group: Section Groups 4	Custom	

Select Edit to change name

5. Click OK when you're done.
6. The groups will now be available in the course menu for grading.

