

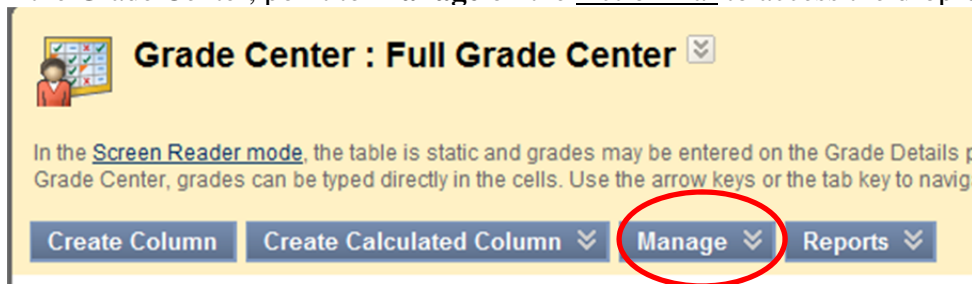
## How to Access the Smart Views List in the Grade Center

Eight default Smart Views appear in a new course. Each Smart View allows you to access a set of columns in the Grade Center grid. For example, when you access the **Tests** Smart View, only test columns appear in the grid. When you enable grading for blogs, journals, and discussions, those grade columns appear when you access the appropriate Smart View. The default Smart Views include:

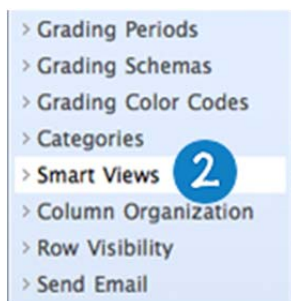
- **Assignments**
- **Blogs**
- **Discussion Boards**
- **Final Grade View:** Displays all columns, including the default Total and Weighted Total columns
- **Journals**
- **Preview of My Grades:** Displays all columns visible to students
- **Self and Peer Assessments**
- **Tests**

Use the following steps to access the list of Smart Views.

1. In the Grade Center, point to **Manage** on the Action Bar to access the drop-down list.




2. Select **Smart Views**.



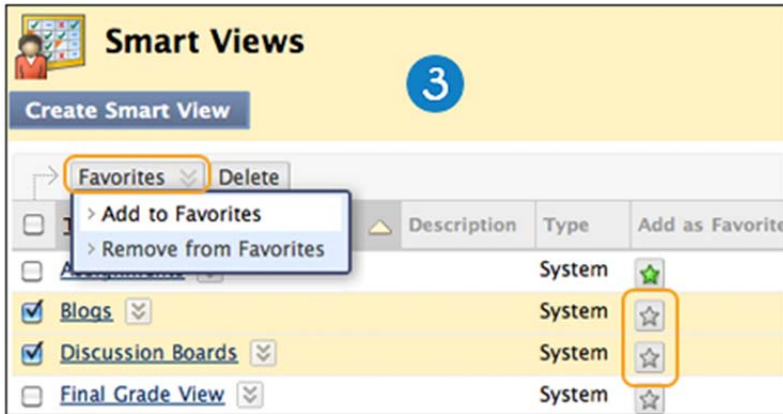
## How to Add Smart Views to the Favorite List on the Control Panel

You can add Smart Views to the favorites list on the **Control Panel** so you can access them easily.

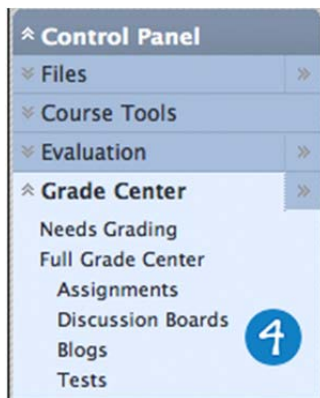
3. On the **Smart Views** page, click the star icon (  ) in the **Add as Favorite** column.

-OR-

Select one or multiple check boxes, click **Favorites** on the Action Bar to access the drop-down list, and select **Add to Favorites**.



4. In the **Grade Center** section of the **Control Panel**, favorite Smart Views appear in alphabetical order in the indented list under **Full Grade Center**.



## Deleting Favorite Smart Views

If you do not want a Smart View to appear on the **Control Panel**, click the Smart View's star to clear it.

-OR-

Select one or multiple check boxes, click **Favorites** on the Action Bar to access the drop-down list, and select **Remove from Favorites**.