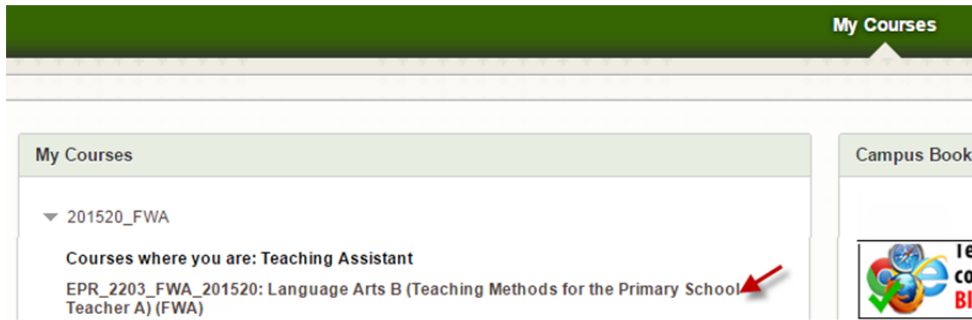
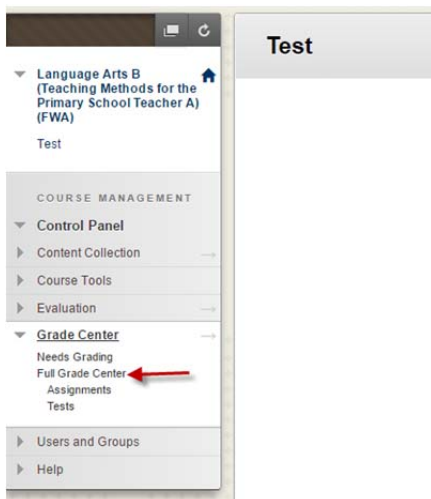


Guide to Grade Students Attempt in BBLearn FWA Exam

1. Login into BBLearn.
2. Under **My Courses**, look for the FWA exam course id **XXX_XXXX_FWA_201XXX**. (Eg: During 201520 term for EPR-2203 the course id will be EPR_2203_FWA_201520). Go into this course.



3. Once you are in the course, go to Control Panel -> Grade Center -> Full Grade Center

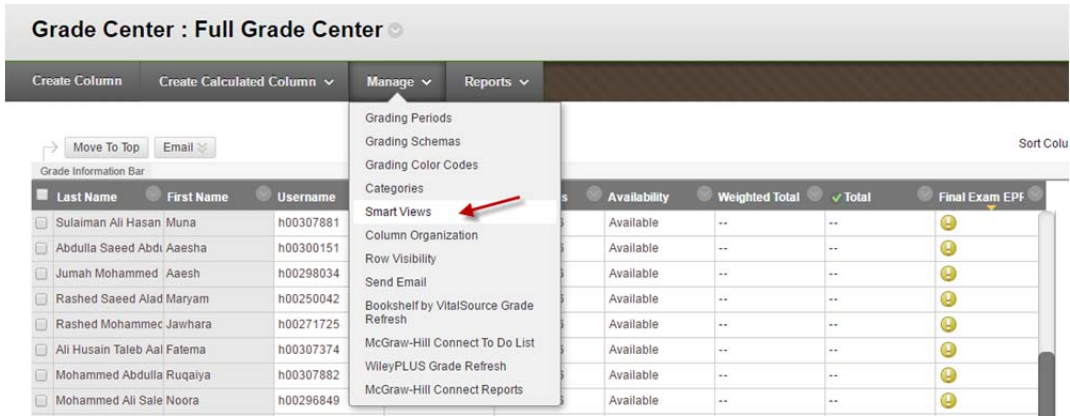


4. You see the full grade center with complete student list with their attempts as shown below. Column named **Section** will show your section name for each student. You can click on the column title "Section" to sort and see your section students list in the order.

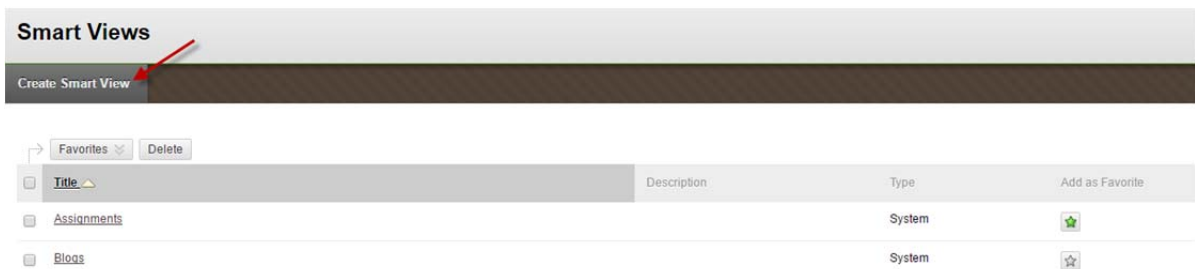
Last Name	First Name	Username	Section	Last Access	Availability	Weighted Total	Total	Final Exam EPF
Obaid Hasan Obaid	Shaima	h00292258	04B30ED21	May 3, 2016	Available	--	--	⊖
Abdulla Mohamed A	Sara	h00226267	04B30ED21	May 3, 2016	Available	--	--	⊖
Nasser Bader Saif A	Shamsa	h00306745	04B30ED21	May 3, 2016	Available	--	--	⊖
Ali Saleh Sulaiman	Khawla	h00307880	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Ali Saleh Ahmed Ali	Asma	h00282953	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Mohammird Saeed	Aaasha	h00278147	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Mohammed Saleh K	Anfal	h00296953	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Ali Saeed Alkanboo	Aamena	h00279550	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Mohammed Rashec	Awatef	h00271705	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Rashed Mohammed	Shaikha	h00271759	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Hamad Saeed Mubi	Maiha	s200020529	04B30ED21	May 3, 2016	Available	--	--	⊖
Sulaiman Ali Hasan	Muna	h00307881	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Abdulla Saeed Abdi	Aaasha	h00300151	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Helal Humaid Saed	Khlood	h00247199	04B30ED21	May 3, 2016	Available	--	--	⊖
Ahif Mohsin Alawi Al	Balqeas	h00237139	04B30ED21	May 3, 2016	Available	--	--	⊖
Salem Hamad Omar	Amal	h00279429	04B30ED21	May 3, 2016	Available	--	--	⊖

5. If you want to see only your students, you can create Smart View to see only your section/sections students. Follow the steps below for creating the Smart View in grade center.

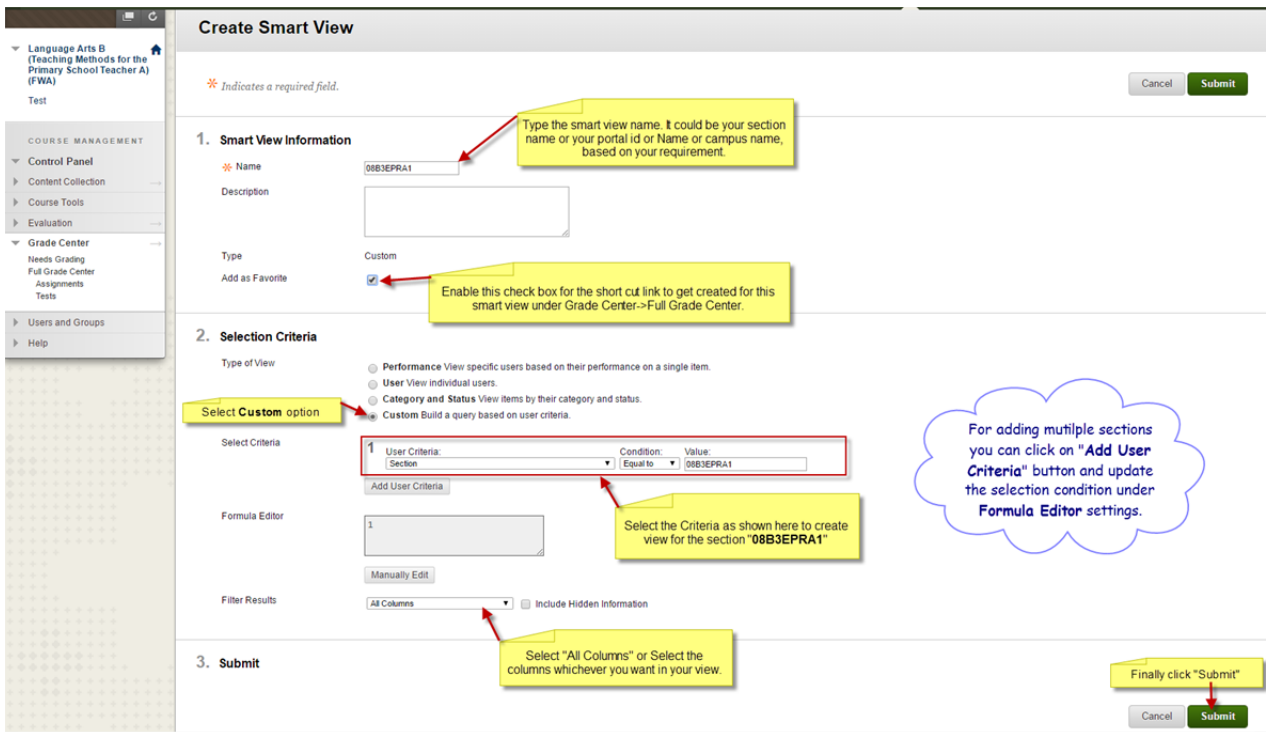
a. Under Manage option click on "Smart Views"



b. Click Create Smart View



c. Update the Smart View information as shown below.



d. Your Smart View gets created and it will list as shown below.

Success: Created Smart View: 08B3EPRA1.

Smart Views

Create Smart View

Title	Description	Type	Add as Favorite
08B3EPRA1		Custom	★
Assignments		System	★
Blogs		System	★
Discussion Boards		System	★
Final Grade View		System	★
Journals		System	★
Preview of My Grades		System	★
Self and Peer Assessments		System	★
Tests		System	★

e. Click on this Smart View link will take you to the Grade Center view which will list the students belongs to your selected section.

Grade Center : 08B3EPRA1

Create Column Create Calculated Column Manage Reports

Grade Information Bar

Last Name	First Name	Username	Section	Last Access	Availability	Weighted Total	Total	Final Exam EPF
Mohammed Rashec Awatef		h00271705	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Rashed Mohammed Jawhara		h00271725	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Rashed Mohammed Shaikha		h00271759	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Mohammwd Saeed Aaasha		h00278147	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Ali Saeed Alkanboo Aamena		h00279550	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Ali Saleh Ahmed Al: Asma		h00282953	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Rashed Saeed Alad Maryam		h00250042	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Mohammed Saleh I, Anfal		h00296953	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Mohammed Abdulla Ruqaiya		h00307882	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Jumah Mohammed Aaesh		h00298034	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Abdulla Saeed Abdi Aaasha		h00300151	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Ali Husain Taleb Aal Fatema		h00307374	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Ali Saleh Sulaiman, Khawla		h00307880	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Sulaiman Ali Hasan Muna		h00307881	08B3EPRA1	May 3, 2016	Available	--	--	⊖
Mohammed Ali Sale Noora		h00296849	08B3EPRA1	May 3, 2016	Available	--	--	⊖

Selected Rows: 0

f. You can create any number of smart views as per your requirement.

g. Please note, as there could be many faculties grading on this course at the same time, please don't delete or hide any rows or columns from the Grade Center.