## 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.

eaching Methods for the rimary School Teacher A)	Create Column	Create Calculate	ed Column 🗸	Manage 🗸 🛛 R	leports 🗸		オンンン	19393	
est	> Move To Top	Email 🌾							Sort
OURSE MANAGEMENT	Grade Information Bar		-		~	-	~		
ontrol Panel	Last Name 🔍	First Name	Username	Section	Last Access	Availability	Weighted Total	🗸 Total	Final Exam EPF
ontent Collection	Obaid Hasan Obaid	Shaima	~ h00292258	04B30ED21	May 3, 2016	Available	**	**	θ
ourse Tools	Abdulla Mohamed A	Sara	h00226267	04B30ED21	May 3, 2016	Available			9
valuation	Nasser Bader Saif A	Shamsa	h00306745	04B30ED21	May 3, 2016	Available			9
rade Center	Ali Saleh Sulaiman	Khawla	h00307880	08B3EPRA1	May 3, 2016	Available	**		9
eeds Grading	Ali Saleh Ahmed Al:	Asma	h00282953	08B3EPRA1	May 3, 2016	Available			9
all Grade Center	Mohammwd Saeed	Aaesha	h00278147	08B3EPRA1	May 3, 2016	Available			9
Tests	Mohammed Saleh I	Anfal	h00296953	08B3EPRA1	May 3, 2016	Available	**:		9
sers and Groups	Ali Saeed Alkanboo	Aamena	h00279550	08B3EPRA1	May 3, 2016	Available			9
ain	Mohammed Rasher	Awatef	h00271705	08B3EPRA1	May 3, 2016	Available	**		9
orb.	Rashed Mohammed	Shaikha	h00271759	08B3EPRA1	May 3, 2016	Available	**		9
	Hamad Saeed Mub	Maitha	s200020529	04B30ED21	May 3, 2016	Available			Θ
	🔲 Sulaiman Ali Hasan	Muna	h00307881	08B3EPRA1	May 3, 2016	Available			9
	Abdulla Saeed Abd	Aaesha	h00300151	08B3EPRA1	May 3, 2016	Available			9
A loss a scale at the second	Helal Humaid Saed	Khloud	h00247199	04B30ED21	May 3, 2016	Available			9
	Afif Mohsin Alawi Al	Balgees	h00237139	04B30ED21	May 3, 2016	Available	**		9
5.4.5.5.5.4	Salam Hamad Oma	Amal	b00279429	04B30ED21	May 3, 2016	Available			ă

- 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"

Grade Center : Full Grade Center ©										
Cri	eate Column (	Create Calcula	ted Column 🗸	Manage V Reports V	0000000	0000000	000000			
G	Move To Top     ade Information Bar     Last Name	Email 😸	Username	Grading Periods Grading Schemas Grading Color Codes Categories	s Availability	Weighted Total	🌒 🗸 Total	Sort Col		
	Sulaiman Ali Hasan	Muna	h00307881	Smart Views	Available			<b>e</b>		
0	Abdulla Saeed Abdu	Aaesha	h00300151	Column Organization	Available			•		
0	Jumah Mohammed	Aaesh	h00298034	Send Email	Available			0		
	Rashed Saeed Alad	Maryam	h00250042	Bookshelf by VitalSource Grade	Available			•		
	Rashed Mohammed	Jawhara	h00271725	Refresh	Available			0		
	Ali Husain Taleb Aal	Fatema	h00307374	McGraw-Hill Connect To Do List	Available			•		
	Mohammed Abdulla	Ruqaiya	h00307882	WileyPLUS Grade Refresh	Available			•		
	Mohammed Ali Sale	Noora	h00296849	McGraw-Hill Connect Reports	Available			<b>e</b>		

## b. Click Create Smart View

Smart Views			
Create Smart View	アンファントアントレン		02222222
Favorites 😵 Delete			
	Description	Туре	Add as Favorite
Assianments		System	\$
Blogs		System	\$

c. Update the Smart View information as shown below.

<b>■</b> C	Create Smart View		
(Teaching Methods for the Primary School Teacher A) (FWA) Test	* Indicates a required field.		Cancel Submit
COURSE MANAGEMENT COURSE MANAGEMENT Control Panel Control Panel Course Tools Course Tools Course Tools Course Tools Course Grade Center Assignments Tests	<ol> <li>Smart View Information         Wame         Description     </li> <li>Type         Add as Favorite     </li> </ol>	Custom Cu	
Users and Groups Help	2. Selection Criteria Type of View	Performance View specific users based on their performance on a single item.     User View individual users.	$\frown$
	Select Custom option	Category and Status View Items by their category and status.     Eustom Build a query based on user criteria.	For adding mutilple sections
	Select Criteria Formula Editor	1     User Criteria     Value:       Section          (BB3EPRA1        Add User Criteria        Select the Criteria as shown here to create view for the section "08B3EPRA1"        Manually Edit	you can click on "Add User Criteria" button and update the selection condition under Formula Editor settings.
	Filter Results	All Columns 🔹 📄 Include Hidden Information	
	3. Submit	Select "All Columns" or Select the columns whichever you want in your view.	Finally click "Submit

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

Grade Center > Smart	liews			
	Success: Created Smart View: 08B3EPRA1.			
<ul> <li>Language Arts B (Teaching Methods for the Primary School Teacher A) (FWA)</li> </ul>	Smart Views			
Test	Create Smart View			
COURSE MANAGEMENT	Favorites      Delete			
Control Panel     Content Collection	□ <u>Title</u> △	Description	Туре	Add as Fav
Course Tools	08B3EPRA1		Custom	1
Evaluation     Grade Center	Assignments		System	\$
Needs Grading Full Grade Center	Blogs		System	
08B3EPRA1 Assignments Tests	Discussion Boards		System	众
Users and Groups	Final Grade View		System	\$
▶ Help	Journals		System	\$
	Preview of My Grades		System	
	Self and Peer Assessments		System	\$
	Tests		System	*
	Favorites 😵 Delete			

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.

Language Arts B					-	_		_	
Primary School Teacher A) (FWA)	Create Column	Create Calcula	ated Column 🗸	Manage 🗸 🛛	Reports 🗸				
Test									
	→ Move To Top	Email 😣							So
COURSE MANAGEMENT	Grade Information Bar								
Control Panel	Last Name	First Name	Username	Section	Last Access	Availability	Weighted Total	🗸 Total	Final Exam EPF
Content Collection	Mohammed Ra	shec Awatef	h00271705	08B3EPRA1	May 3, 2016	Available			•
Course Tools	Rashed Moham	mec Jawhara	h00271725	08B3EPRA1	May 3, 2016	Available	**		0
Evaluation	Rashed Moham	mec Shaikha	h00271759	08B3EPRA1	May 3, 2016	Available			•
Grade Center →	Mohammwd Sa	eed Aaesha	h00278147	08B3EPRA1	May 3, 2016	Available			Θ
Needs Grading Full Grade Center 0883EPRA1	Ali Saeed Alkan	boo Aamena	h00279550	08B3EPRA1	May 3, 2016	Available			•
	Ali Saleh Ahme	d Als Asma	h00282953	08B3EPRA1	May 3, 2016	Available			9
Assignments	Rashed Saeed	Alad Maryam	h00250042	08B3EPRA1	May 3, 2016	Available			•
10515	Mohammed Sal	eh N Anfal	h00296953	08B3EPRA1	May 3, 2016	Available			0
Users and Groups	Mohammed Abo	dulla Ruqaiya	h00307882	08B3EPRA1	May 3, 2016	Available			•
Help	🔲 Jumah Mohamn	ned Aaesh	h00298034	08B3EPRA1	May 3, 2016	Available			•
	Abdulla Saeed	Abdı Aaesha	h00300151	08B3EPRA1	May 3, 2016	Available	22		0
	🔲 Ali Husain Talet	Aal Fatema	h00307374	08B3EPRA1	May 3, 2016	Available			0
	Ali Saleh Sulain	nan , Khawla	h00307880	08B3EPRA1	May 3, 2016	Available	22		0
	🔲 Sulaiman Ali Ha	isan Muna	h00307881	08B3EPRA1	May 3, 2016	Available	22		0
	Mohammed Ali	Sale Noora	b00296849	08B3EPRA1	May 3 2016	Available		2	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.