Guidelines to create Smart Views in Bb Learn Course’s Grade Center to filter students by CRN(s)/Campus/Section

We have a column called "Section/CRNs" in the Grade Center which lists the fields below for each student record:

- Section Name or Block Code + College Code + CRN/s in which the student is registered (e.g. 02B4ECE01-MAWC-13236-13237-13246-13248-15229)

An example is shown in the screenshot below:

Using the “Section/CRNs” column, faculty can create ‘Smart Views’ in the Grade Center to filter student records based on either the Section Name or Block Code/College Code/CRN/s.

To create Smart Views in the Grade Center of a course, follow the steps below:

1. Go into your course where you want to create Smart Views.
2. Go to Control Panel → Grade Center → Full Grade Center.
3. Place mouse pointer over ‘Manage’ Tab and choose ‘Smart Views’.
Select “Create Smart View”.

The following scenario and its supporting cases below highlight how custom Smart Views can be created and filtered using specific criteria:

**Scenario:**

Let’s take a sample course – e.g. LSM-1003. Students of all CRNs belonging to LSM-1003 across the system are enrolled in this course (e.g. 90 CRNs with 1160 students enrolled).

<table>
<thead>
<tr>
<th>Term</th>
<th>Col.Code</th>
<th>College</th>
<th>CRN</th>
<th>Subj</th>
<th>Crs.Num</th>
<th>Section</th>
<th>Instructor(s)</th>
<th>Dept</th>
<th>St.Count</th>
<th>Old CRN</th>
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Case 1: Mr. Christos (a faculty) wants to create Smart View for one of his CRNs (e.g. CRN 11088 which has 23 Students)

(To follow these steps you must be in the ‘Create Smart View’ screen)

1. Under the ‘Smart View Information’ section
   a. Provide a name for the Smart View which is easily identifiable e.g.: CRN-11088 or Christos-CRN
   
   ![Smart View Information](image)

   b. Add as ‘Favorite’ – Select this check box so that the newly created Smart View will show under ‘Full Grade Center’ menu of the course’s Control Panel as a shortcut.

   ![Add as Favorite](image)

2. Under ‘Selection Criteria’ section
   a. Type of view - Select the ‘Custom Build a query based on user criteria.’ option
   
   ![Selection Criteria](image)

   b. Under ‘Select Criteria’ apply the following settings:
      i. User Criteria – Section/CRNs
      ii. Condition – Contains
      iii. Value – 11088 (Enter the CRN number to filter)

   ![Select Criteria](image)

   c. No value is needed in the ‘Formula Editor’.

   d. ‘Filter Results’ – Select this filter option based on the requirements. For e.g. to show all the columns, select ‘All Columns’

   ![Filter Results](image)

3. Click ‘Submit’ for the Smart View to get created.
4. The new ‘Smart View’ is now created for this scenario/case as shown below:

![Smart Views](image1)

5. Clicking on the shortcut - ‘CRN-11088’ (see screenshot below), will display the Smart View showing the customized and filtered results.

![Smart View Screenshot](image2)

6. The above screenshot (#5) displays only 23 students who belong to CRN-11088 as per the filter criteria used in case 1.
Case 2: Ms. Rasha (a Faculty) wants to create Smart Views for her three (3) CRNs (e.g., CRN 12256 which has 19 Students; CRN 11927 which has 8 Students; and CRN 11922 which has 15 Students — Total of 42 Students)

(To follow these steps you must be in the ‘Create Smart View’ screen)

1. Under ‘Smart View Information’ section
   a. Provide a name which is easily identifiable e.g.: ‘CRNs-12256,11927,11922’ or ‘Rasha-CRNs’

      ![Smart View Information](image)

     b. Add as Favorite – Select this check box so that the newly created Smart View will show under ‘Full Grade Center’ menu of the course’s Control Panel as a shortcut.

2. Under ‘Selection Criteria’ section
   a. Type of view - Select the ‘Custom Build a query based on user criteria.’ option

      ![Selection Criteria](image)

   b. Under ‘Select Criteria’ apply the following settings:
      i. User Criteria – Section/CRNs
      ii. Condition – Contains
      iii. Value – 12256 (Enter the CRN number to filter)
      iv. Click Add User Criteria Button – Repeat the criteria for CRN 11927
      v. Click Add User Criteria Button – Repeat the criteria for CRN 11922
         (Repeat these steps to filter any number of CRNs)
c. Using the ‘Formula Editor’ – Click on ‘Manually Edit’ button and provide a condition (for e.g.):

1 AND 2 AND 3 to 1 OR 2 OR 3.

![Formula Editor](image1)


d. ‘Filter Results’ – Select this filter option based on the requirements. For e.g. to show all the columns, select ‘All Columns’

![Filter Results](image2)

3. Click ‘Submit’ for the Smart View to get created.

4. The new ‘Smart View’ is now created for this scenario case as shown below:

![Smart View](image3)

5. Clicking on the shortcut ‘Rasha-CRNs’, (see screenshot below), will display the Smart View showing the customized and filtered results.

![Rasha-CRNs](image4)

6. The above screenshot (# 5) displays the 42 Students belonging to the three (3) CRNs-12256, 11927, 11922 as per the filter criteria used in Case 2.
Case 3: If the program chair wants to create a Smart View for all CRNs assigned to ADWC

(To follow these steps you must be in the ‘Create Smart View’ screen)

1. Under ‘Smart View Information’ section
   a. Provide a name which you can easily identify eg: ADWC-CRNs
   b. Add as Favorite – Select this check box so that the created smart view will list under Full Grade Center menu on your Control Panel.

2. Under ‘Selection Criteria’ Section
   a. Type of view - Select the ‘Custom Build a query based on user criteria.’ option
   b. Under ‘Select Criteria’ apply the following settings:
      i. User Criteria – Section/CRNs
      ii. Condition – Contains
      iii. Value – enter the value as -ADWC- (including the ‘-’ before and after the campus code)

   c. No value entry is needed in the ‘Formula Editor’.
   d. ‘Filter Results’ – Select this filter option based on the requirements. For e.g. to show all the columns, select ‘All Columns’

3. Click ‘Submit’ for the Smart View to get created.
4. The new ‘Smart View’ is now created for this scenario/case as shown below:

5. Clicking on the shortcut “ADWC-CRNs”, (see screenshot below), will display the Smart View showing the customized and filtered results.

6. The above screenshot (# 5) displays the 282 Students who are assigned under ADWC CRNs as per the filter criteria used in Case 3.

Smart Views similar to the three (3) cases described above can be created using filter criteria to list specific student data belonging to a Section/CRN/Campus.