Blackboard Tips for Faculty  
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Smart Views and Report options in the Grade Center

This week covers some tips for using the Grade Center, especially focusing on creating “smart views” to zero in on selected students (think about multiple sections) and checking statistics on tests and assignments easily. The Reports feature allows you to view and print individual student scores for advising meetings and shows you the history of the Grade Center, which logs every student attempt and grading activity.

**Smart Views.** Setting up different views of the Grade Center allows you to see selected students in each section, or subgroup. This is especially helpful when you have a combined Blackboard site of several class sections. If you have several TAs, they can quickly change views so they see only the section for which they are responsible. Use the Manage > Smart Views feature to set up a smart view and select the users. If you have multiple sections or several groups in your course, we recommend that you first set them up as Groups, and then use the Groups information to create the Smart View. It takes only a few minutes using your Campus Connect list of students. Each Smart View that you create will appear in your Control Panel menu under the Grade Center link so that you can quickly work with those student grades.

**Reports.** Click the Reports button to view individual student scores. You can generate reports for selected users or all users. The Custom Text area allows you to add notes to the report if you are preparing for a student advising session. You can also include a signature line and print two copies—one for you and the other for the student. Click Preview or Submit to view and print.

**Grade History.** The grade history tracks every student attempt and grading activity by instructor or teaching assistant. It is especially useful if the course has several people grading student work, or if you are tracking down an assignment. The default view is the last 14 days, but you can go back 6 months or choose the entire course. The Grade History link is under the Reports button.

**Student Performance Data.** The Blackboard Grade Center offers you a quick analysis of class averages and grade distributions. Go to the Total column or any assignment column, and click the double arrows to select Column Statistics. You will see statistics such as low and high score, range, average, standard deviation and variance. It also displays a grade distribution on a 90 - 80 - 70 - 60 scale. Perhaps you are interested in seeing statistics on individual questions on a test, similar to Scantron results. You would then select the Attempt Statistics link.