How To; use smart view in the grade book

How to create student groups

Go to the appropriate course,
go to the Control Panel and select Manage Groups

Select Add Group

Give the group a name, you may want to list the members names in the text box if you think students will forget which group they are in.

Select the boxes beside all of the Group Options;
•Group Discussion Board Available
•Group Virtual Classroom Available
•Group File Exchange Available
•Group Email Available

(These are all available to you and the student through the course's Tools section, select Communication the Group Pages)

Select OK

While the group has been made, no students are currently in it.
To attach students, select Modify, Add Users to Group

Locate the students you wish to attach to the group,
select the box beside their name.
Scroll down and select Submit.

Need to add more students

If you have added all of the necessary students, select OK

To set up a smart view (group only view) on the grade book, return to the Control Panel. To get there you can select the very small link near the top of your screen, or select the My Doncaster College tab, select your Course, then the Control Panel.

Go to Grade Center.
In grade Center, select the Manager and then Smart Views.

Select Add Smart View. Give the group a name, in section 2, Under Selection Criteria and Value, select your group.
Select Submit, then OK

To view only the groups grades in the Grade Center, locate the Current View: Full Grade Center, hover over this and select your Smart View group.

Finished