To Create a Smart View for each Student in your Course

1. Click on the Grade Center link in the Control Panel.
2. Click the Full Grade Center link.
3. Click on Manage, and select Smart Views.
4. Click Create Smart View.
5. Give the view a name.
6. Scroll to the Selection Criteria section, and in Type of View, select User.
7. In Select Criteria, select a single student:

   ![Selection Criteria](image1)

   OR click Select All to select all Students:

   ![Selection Criteria](image2)

8. If you would also like to filter the columns that are display for each student, click on the drop-down menu in the Filter Results section, and select the appropriate option.

   ![Filter Results](image3)
9. If you choose one of the “Selected” options, press and hold the CTRL (CMD on Mac) button to select the appropriate columns, categories or grading periods.

10. Click the Submit button.

11. You will now see the new smart view in the list.

12. Click on the star in the right column to add the smart view as a favorite.

13. Click OK.
14. Scroll down to the Grade Center Link in the control panel (click on it to expand the list if necessary), and you will see your new smart view listed.

15. Click on the smart view to view only that student in the Grade Center.