How to create Smart Views in Blackboard Grade Center for Quick Access to Merged Sections

Step 1:
1. Go to your Blackboard Course.
2. Click on the Control Panel.
3. Click on Users and Groups.
4. Select Groups.
5. You will see the groups that have been created by your merged sections in the listing. This occurs after add/drop.
6. Click on the action arrow and select Create Smart View.

Step 2:
1. Go to the Control Panel in the Blackboard Course.
2. Click on Grade Center and select Full Grade Center.
3. Locate Manage and select Smart Views in the top menu listing in the Grade Center.
4. Locate your group in the listing and click on star icon to Add as Favorite.
5. You will see your Merged Section in the Control Panel under the Grade Center listing.

For more information go to the Blackboard Help site at https://help.blackboard.com/Learn/Instructor/Grade/Customize_Grading_Interface/Smart_Views#view-smart-views-in-the-control-panel.