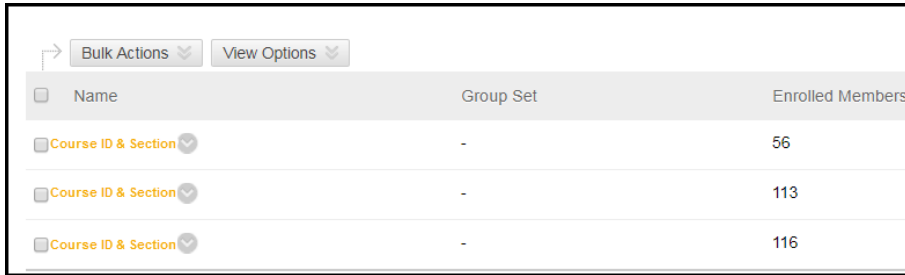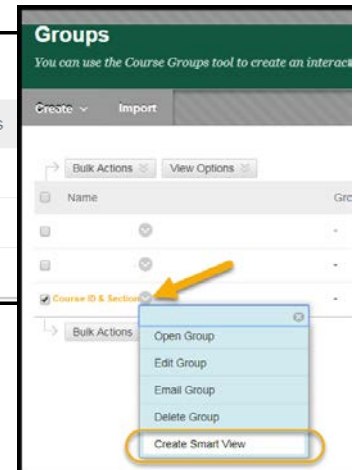**How to create Smart Views in Blackboard Grade Center for Quick Access to Merged Sections**

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.
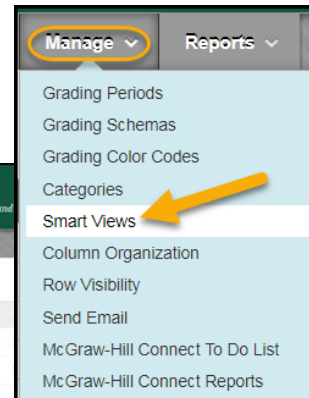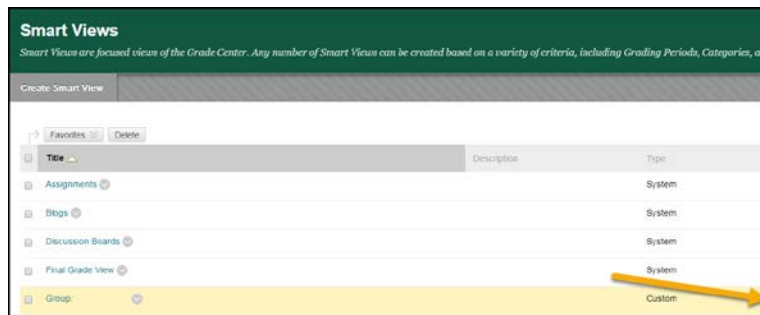

6. Click on the action arrow and select **Create Smart View**.

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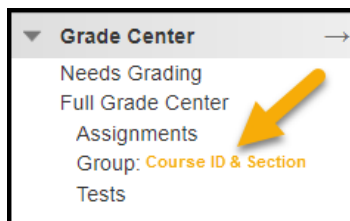
For more information go to the Blackboard Help site at https://help.blackboard.com/Learn/Instructor/Grade/Customize_Grading_Interface/Smart_Views#view-smart-views-in-the-control-panel.

Created by KW 8/24/17