

Creating a Smart View in the Grade Centre for External Examiners

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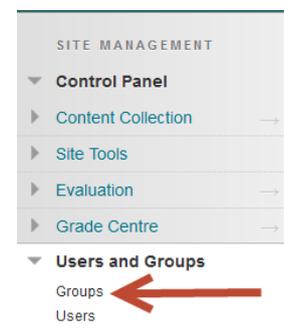
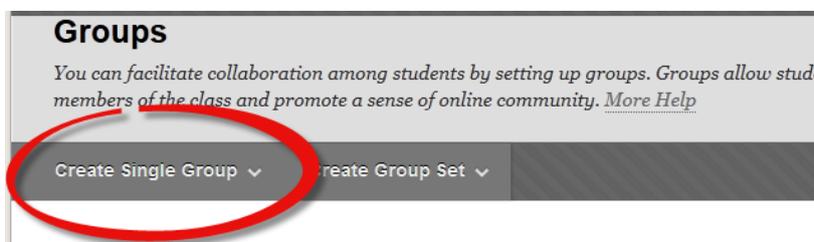
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What is a Smart View?

A Smart View is a focussed look at the Grade Centre. In this context, it provides a way of selecting those student papers you want the External Examiner to look at and creating a separate view of the Grade Centre columns for that assessment. This means that your External Examiner can quickly and easily find and access the relevant papers.

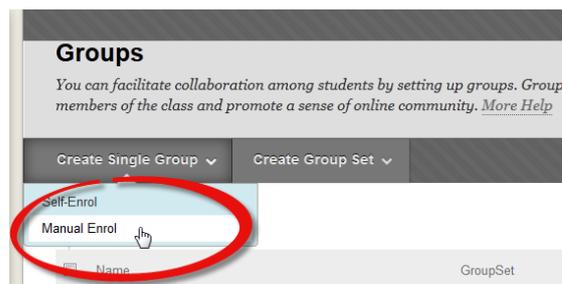
Step 1: Create a group for the students whose papers will go to the External

Select **Groups**, from the **Users and Groups** part of the Site Management menu and click on the **Create Single Group** button from the top menu.



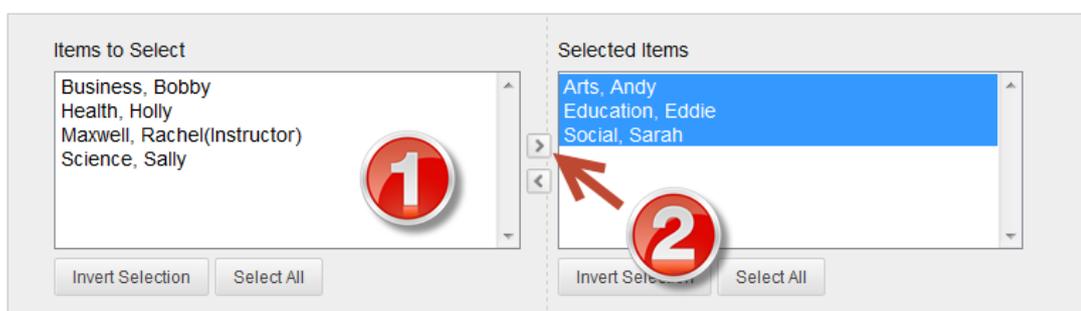
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Select **Manual Enrol**



Give your group a relevant name, for example **External Examiner Sample AS1**, and scroll down to section 4 - Membership. Select the students whose papers are to be reviewed by your external examiner by (1) clicking on the name of the student; and (2) selecting the arrow to move that student over to the right hand box.

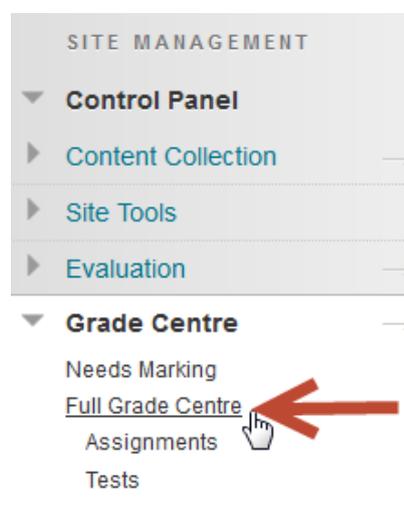
4. Membership



Click on **Submit** at the bottom of the screen to create the group.

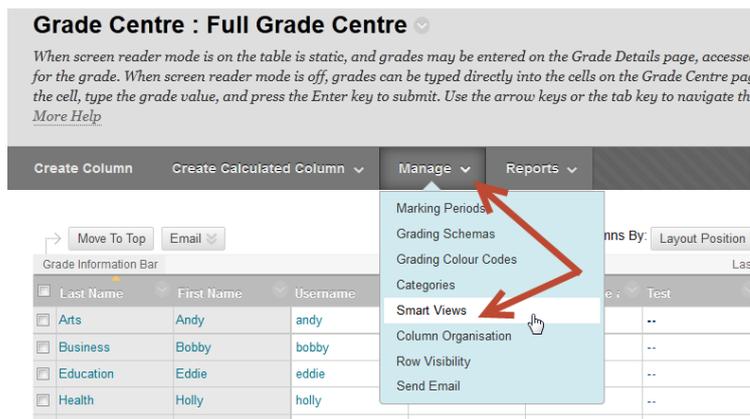
Step 2: Create a Smart View in the Grade Centre for the External Examiner

Select **Full Grade Centre** from the **Grade Centre** part of the Site Management menu.

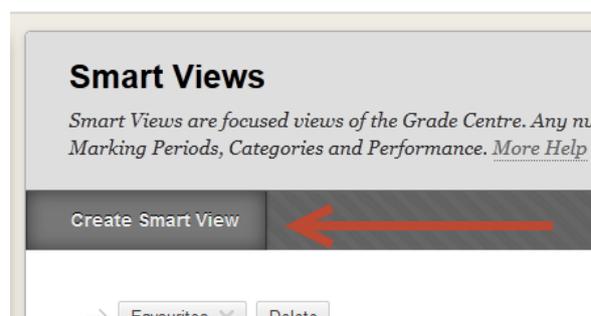


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Click on **Manage** on the top menu and then on **Smart Views**.



Select **Create Smart View** from the top menu.



Section 1: Smart View Information

On the next screen give your Smart View a name e.g. **External Examiners AS1** and tick it as a favourite. This will create a short link to the smart view on the Grade Centre part of the Site Management menu (see image in Step 5 below).

Section 2: Selection Criteria

Make the following selections (the sections in bold are the choices you need to make):

- Type of View: **Site Group**
- Select Criteria: **Group Equal to** **External Examiners Sample AS1**
- Filter Results: **Selected Columns only** **AS1 The Rise and Fall of the Roman Empire**

The Group name (External Examiners Sample 1) will be the title that you gave to your group in Step 1 above. Filter the results to select the specific column with the grades in for that assessment (in this example, AS1 The Rise and Fall of the Roman Empire)

Section 3: Click on Submit

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Step 3: View your Smart View

Congratulations – you have now created a Smart View that has selected the student papers for AS1 that you want your External Examiner to view.

You will now see a screen that shows all the Smart Views that exist in your module. Click on the title of your **External Examiners AS1** Smart View to see what your examiner will now see when s/he undertakes the external moderation process.

Remember – in this example, the three students who were selected were Andy Arts, Eddie Education and Sarah Social and the assessment we used was AS1 – The Rise and Fall of the Roman Empire. You can see in the screen shot below that (1) the only student papers that your examiner will see are the ones that you selected and (2) the assessment that you selected.

Grade Centre : External Examiners AS1

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by clicking on the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Centre page. For more information, click on the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the table. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email Sort Columns By: Layout Position

| Last Name | First Name | Username | Last Access | AS1 - The rise : |
|-----------|------------|----------|--------------|------------------|
| Arts | Andy | andy | | |
| Education | Eddie | eddie | | |
| Social | Sarah | sarah | 30 September | |

Selected Rows: 0

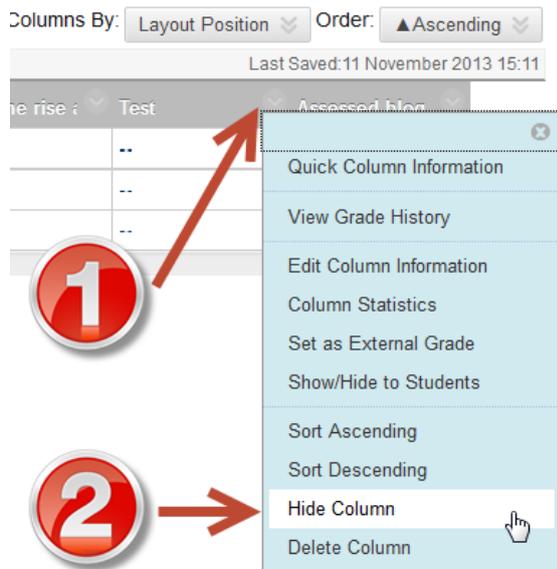
Move To Top Email

Step 4: Repeat for each assessment!

If your student sub-sets are different for each piece of assessment in the module, you will need to repeat steps 1-3 of this guide for each assessment.

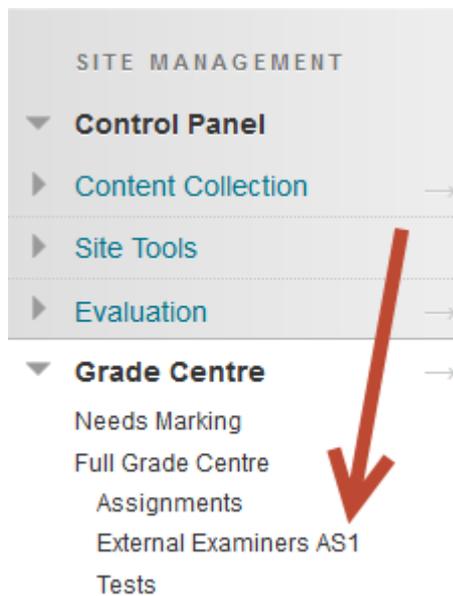
Where the student sub-set is the same for each piece of assessment you should go through this process but instead of clicking on Selected Columns Only in the Filter Results part of Section 2 under Step 2, you should select **All Columns Shown to Students** instead. If this shows more columns that your External Examiner needs access to, then you can simply hide columns that you don't need the External to view by (1) clicking on the down arrow in the column header and then (2) selecting **Hide Column**.

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Step 5: I'm an External Examiner – how to I access the papers?

If the Module Tutor has created a Smart View for you, and marked it as a favourite, it will appear as a Quick Link under the Grade Centre section of the Site Management menu for the module.



Click on this link to go straight to the Smart View of the Grade Centre showing the student papers for this specific assessment.