## Creating the External Examiner Smart View

1. Go to the Full grade centre and click on the Manage button and select Smart Views

2. In the screen that loads you will build the filter, see below for details of what to do.

3. Click OK.
4. You should now see the external examiner link below the full grade centre menu.

5. Repeat this process for each of the assessments you need to give the external examiner access to.