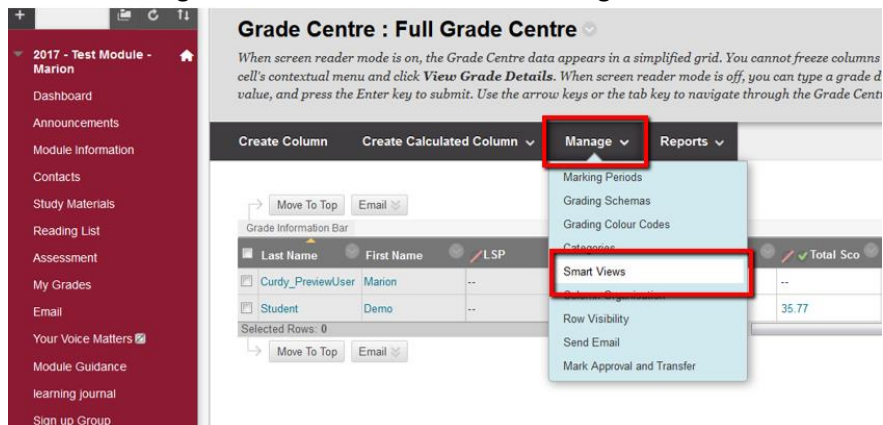


Creating the External Examiner Smart View

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



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

* Indicates a required field.

SMART VIEW INFORMATION

Name: External Examiner

Description:

Type: Custom

Add as Favourite:

2. Mark as a Favourite

SELECTION CRITERIA

Type of View:

- Course Group View one or more Course Groups.
- Performance View specific users based on their performance on a single item.
- 3. Select User User View individual users.
- Category and Status View items by their category and status.
- Custom Build a query based on user criteria.

Select Criteria: Select the users and columns to include in this Smart View. Hold down the Ctrl

Users:

Selected Users: Student, Demo, Curdy, PreviewUser, Marion

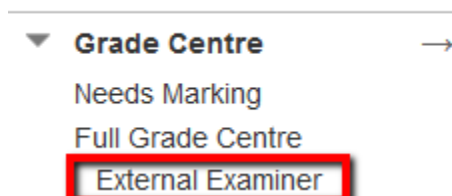
4. Then select the students who's papers are to be included. NOTE - hold the CTRL key to select multiple students from the list

Filter Results: Selected Columns Only

Columns to Display in Results:

- Media Law stuff
- PABS Sample assignment
- 5. Choose Selected Columns only and then select the correct assessment column Reporting gov and pd
- Testing Tests
- Total Score

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



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

