Creating and Applying Grading Schemas

A Grading Schema matches scores to specific grade displays. For example, in a Grading Schema where a percentage of 87.5 to 89.5 equals a B+, an 88 percent results in a B+. If the Letter option is chosen in the grade display, the Student will be able to view their letter grade.

Grading Schemas may be edited or added to an ongoing Course and grades will be edited to reflect the changes. Instructors may also create additional Grading Schemas in their Course as needed.

1. To create or edit a Grading Schema, go to the Grade Center page, click the Manage button and select Grading Schemas.

2. To create a new grading schema, select the Create Grading Schema button at the top.

3. Enter a Name for the schema; the Description is optional.
4. Determine the total number of grades you will put in your grading schema (typically 12) and create additional rows as necessary (make sure there is one row for each grade) underneath **Schema Mapping**.

**Schema Mapping**

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grad mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol to a percentage of points possible must be provided. 

<table>
<thead>
<tr>
<th>Grades Scored Between</th>
<th>Will Equal</th>
<th>Grades Manually Entered as</th>
<th>Will Calculate as</th>
</tr>
</thead>
<tbody>
<tr>
<td>94% and 100%</td>
<td>A</td>
<td>A</td>
<td>97%</td>
</tr>
<tr>
<td>90% and Less than 94%</td>
<td>A–</td>
<td>A–</td>
<td>92%</td>
</tr>
</tbody>
</table>

**Note:** By default, any new grading schema will have two ranges of percentiles ranging from 50% to 100% and from 0% to less than 50%. For example, a pass/fail schema might be set up like this:

<table>
<thead>
<tr>
<th>Grades scored between</th>
<th>will equal</th>
<th>Grades manually entered as</th>
<th>will calculate as</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% and 100%</td>
<td>Pass</td>
<td>Pass</td>
<td>100%</td>
</tr>
<tr>
<td>0% and less than 50.0%</td>
<td>Fail</td>
<td>Fail</td>
<td>0%</td>
</tr>
</tbody>
</table>

5. Enter percent ranges for each grade in the left column and the percentage for which each grade will calculate as in the right column.

**Note:** The percentage range given for each grade value must begin with the lesser value listed first. The values must also overlap. For example: 
- A = 90 – 100%,
- B = 80 – 90%,
- C = 70 – 80% ...

Ranges must be set up in this way to avoid gaps that could occur when a score falls in between two numbers in the range.

6. Click Submit on the bottom of the page to save the changes.
7. To apply the new Grading Schema to the Gradebook, click the double-down arrow next to the column you would like to apply the new Grading Schema to and select Edit Column Information.

8. Under the Primary Display or Secondary Display, use the drop down arrow to select the Grading Schema you would like to use. In this case it is called “Sample Schema”.

9. Click the Submit button at the bottom of the page and you will be able to view the new Grading Schema in the Gradebook.