

## **Creating Categories**

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If you do not see a Category you want to use, Categories may be added from **Manage** in the **Action Bar**.

## **Creating Grading Schemas**

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A Grading Schema matches scores to specific grade displays. For example, In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results for an 88 is a B+. If the grade display Letter option is chosen, the B+ will display to the Student

1. To create or edit a Grading Schema, click **Grading Schemas** underneath **Manage** on the Grade Center page.
2. To edit the "Letter" grading schema, click on the **Action Link** (the two arrows pointing downward) to the right of the Letter title and select **Edit**.