

CHANGING GRADING SCALE

To display a grade as Pass/Fail or letters/symbols (A+, A, A-, etc.) other than scores, you need to employ a Grading Schema. 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.

The Grade Center includes a default grading schema, **Letter**. You can create a new grading schema or modify the default Letter grading schema. All grading schemas will appear in the drop-down menu for a Primary and Secondary display when creating/editing a Grade Column or Calculated Column.

CREATING A NEW GRADING SCHEMA

1. Click **Grading Schemas** underneath **Manage** on the Full Grade Center page.
2. Click **Create Grading Schema**.
3. Enter a **Name** and a **Description** (optional) for the grading schema.
4. Enter the **Schema Mapping** information by defining a percentage value for each letter/symbol. By default, any new grading schema has two ranges of percentiles from 50% to 100% and from 0% (zero) to less than 50%. You can create additional rows to enter additional display values by clicking on the **Insert Rows** arrow button. You can also remove the row you don't need by clicking the **Delete Row** button.
5. Click **Submit**. **Note:** Once submitted, the new grading schema will appear in the drop-down menu for a Primary and Secondary display when creating/editing a Grade Column or Calculated Column.

MODIFYING A GRADING SCHEMA

1. To modify a Grading Schema, click **Grading Schemas** underneath **Manage** on the Full 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**.
3. Make any changes to **Name**, **Description**, or **Schema Mapping**.
4. Click **Submit**. Once submitted, all columns employing this grading schema in the Grade Center are updated to reflect the changes.