1. In the Full Grade Center, go to Manage > Grading Schemas.

You may see one or more Grading Schemas listed here. For Example “ANGEL Letter” is the schema migrated from an ANGEL course, while “Letter (No Rounding)” is the default WTClass (Blackboard) schema.
VERIFY/EDIT AN EXISTING GRADING SCHEMA

1. Click the dropdown menu to the right of the schema you would like to verify or edit.

![Dropdown menu](image1)

2. Under the **Schema Mapping** section, verify that each Letter Grade is setup with the percentage you wish to use to correspond with it.

![Schema Mapping](image2)

3. Edit any percentage appropriately if needed.
   
   For Example:
   
   a. To round up for each letter grade, change the A row percentage to 89.5, B row percentage to 79.5, C row percentage to 79.5, D row percentage to 69.5, and leave the F percentage alone.
   
   b. If you do not give out D’s click the “Delete Row” link to the right of the row.

![Schema Mapping](image3)
CREATING A NEW GRADING SCHEMA

1. From the Grading Schemas page, click the Create Grading Schema button.

2. Enter a Name, and optional Description.

3. You will need to insert a Row for each Letter grade you will be needing. 2 are there by default.
   Example: Using A, B, C, and F requires 4 lines, so 2 need to be added.
   Example: Using A, B, and F requires 4 lines, so 1 need to be added.
   Click the Insert Rows button between the two default row: 1 time for each needed row.

4. Enter each potential letter grade into its own separate Will Equal textbox. A or highest grade
   must be at the top and F or lowest grade at the bottom.
5. Update the lowest percentage possible to receive the corresponding letter grade in the Grades textbox.

6. Ensure that all numbers in the “Will Calculate as” column fall within the corresponding percentages. This area is only used if you manually type A, B, C, etc. into a grade, and will not matter for midterm or final grading purposes.

Example: In image below 43.75 for the B range does not fall within 80 to 90 percent and will need to be changed to a number between 80 and 90. Same for the C range.

7. Click Submit.

MODIFYING A COLUMN TO USE THE GRADING SCHEMA

1. In the Full Grade Center, click the dropdown to the right of the column title, and select Edit Column Information.
2. In the Primary Display dropdown, change to the Grading Schema you will be using. In this example we are using the “HIST 1301 Grades” schema created in the previous steps.

3. Click Submit.

Grades for this column will now appear as a Letter grade for easy transfer into Buff Advisor.