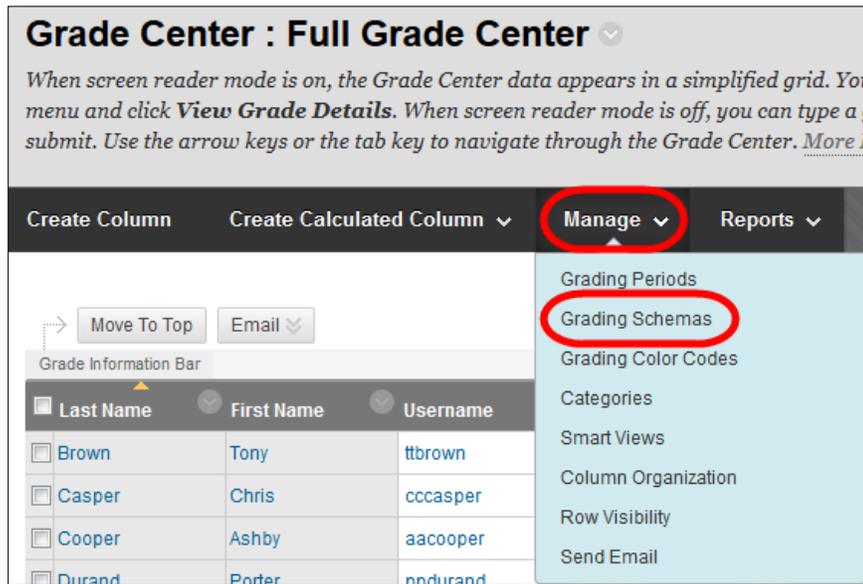


## SETTING UP A GRADING SCHEMA (TURNING GRADES INTO A, B, C, D, OR F)

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



**Grade Center : Full Grade Center** ▾

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You can click **View Grade Details** in the menu and click **View Grade Details**. When screen reader mode is off, you can type a grade and submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Create Column    Create Calculated Column ▾    **Manage** ▾    Reports ▾

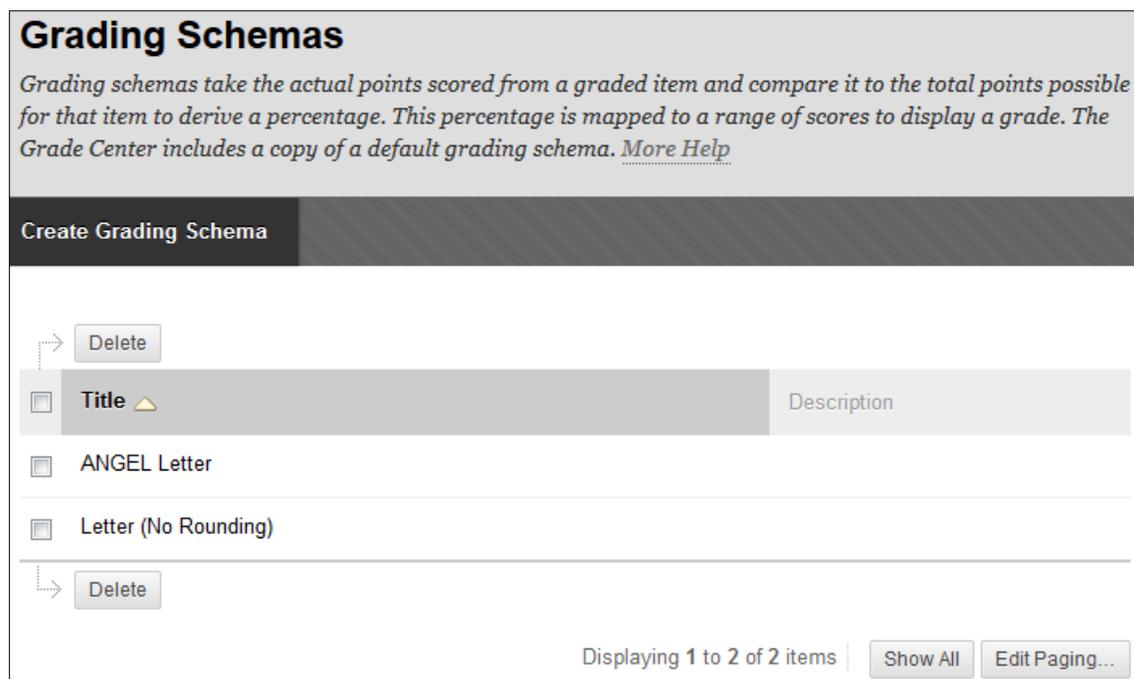
Move To Top    Email ▾

Grade Information Bar

Last Name	First Name	Username
<input type="checkbox"/> Brown	Tony	ttbrown
<input type="checkbox"/> Casper	Chris	cccasper
<input type="checkbox"/> Cooper	Ashby	aacooper
<input type="checkbox"/> Durand	Porter	nddurand

- Grading Periods
- Grading Schemas**
- Grading Color Codes
- Categories
- Smart Views
- Column Organization
- Row Visibility
- Send Email

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.



**Grading Schemas**

*Grading schemas take the actual points scored from a graded item and compare it to the total points possible for that item to derive a percentage. This percentage is mapped to a range of scores to display a grade. The Grade Center includes a copy of a default grading schema. [More Help](#)*

Create Grading Schema

Delete

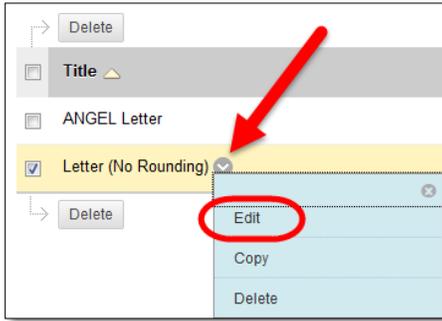
Title ▲	Description
<input type="checkbox"/> ANGEL Letter	
<input type="checkbox"/> Letter (No Rounding)	

Delete

Displaying 1 to 2 of 2 items | Show All | Edit Paging...

## VERIFY/EDIT AN EXISTING GRADING SCHEMA

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



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**

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

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
90 % and 100 %	A	A	95 %	
80 % and Less Than 90%	B	B	85 %	Delete Row
70 % and Less Than 80%	C	C	75 %	Delete Row
60 % and Less Than 70%	D	D	65 %	Delete Row
0 % and Less Than 60%	F	F	30 %	Delete Row

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.

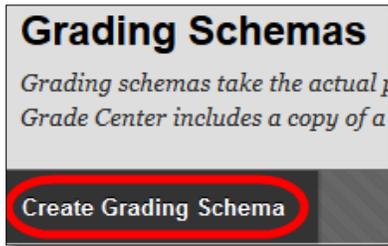
**SCHEMA MAPPING**

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

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
89.5 % and 100 %	A	A	95 %	
79.5 % and Less Than 89.5%	B	B	85 %	Delete Row
69.5 % and Less Than 79.5%	C	C	75 %	Delete Row
59.5 % and Less Than 69.5%	D	D	65 %	Delete Row
0 % and Less Than 59.5%	F	F	30 %	Delete Row

## CREATING A NEW GRADING SCHEMA

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



2. Enter a **Name**, and optional **Description**.

**SCHEMA INFORMATION**

Name: HIST1301 Grades

Description: Grading schema for my HIST 1301 course.

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

**SCHEMA MAPPING**

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping option, mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
50 % and 100 %	A	A	75 %	Insert Rows
0 % and Less Than 50%	F	F	25 %	Delete 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.

**SCHEMA MAPPING**

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping option, mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
50 % and 100 %	A	A	75 %	
37.5 % and Less Than 50%	B		43.75 %	Delete Row
25 % and Less Than 37.5 %	B		31.25 %	Delete Row
0 % and Less Than 25%	F	F	12.5 %	Delete Row

- Update the lowest percentage possible to receive the corresponding letter grade in the Grades textbox.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
90 % and 100 %	A	A	95 %	
80 % and Less Than 90%	B	B	43.75 %	Delete Row
70 % and Less Than 80%	C	C	31.25 %	Delete Row
0 % and Less Than 70%	F	F	12.5 %	Delete Row

- 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.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
90 % and 100 %	A	A	95 %	
80 % and Less Than 90%	B	B	43.75 %	Delete Row
70 % and Less Than 80%	C	C	31.25 %	Delete Row
0 % and Less Than 70%	F	F	12.5 %	Delete Row

- Click **Submit**.

## MODIFYING A COLUMN TO USE THE GRADING SCHEMA

- In the **Full Grade Center**, click the dropdown to the right of the column title, and select **Edit Column Information**.

Last Name	First Name	Homework	Discussions	Overall	Points
Brown	Tony	--	--	77.50% (70.00)	
Casper	Chris	--	--	60.00% (10.00)	
Cooper	Ashby	0.00	--	2.94% (129.00)	
Durand	Porter	0.00	--	9.76% (50.80)	
Favela_PreviewUse	Krista	--	--	2.56% (65.00)	
Herrera	Linda	--	--	2.56% (65.00)	
Johnson	Ryan	0.00	--	70.00% (90.45)	
Lopez	Bruce	15.00	--	81.00%	85.33% (128.00)
Perez	Javier	--	--	--	33.33% (10.00)
Scott	Sandra	--	--	60.00%	50.00% (40.00)

- 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 creating in the previous steps.

**COLUMN INFORMATION**

\* Column Name

Grade Center Name

*Displays as the column header in the Grade Ce*

Description

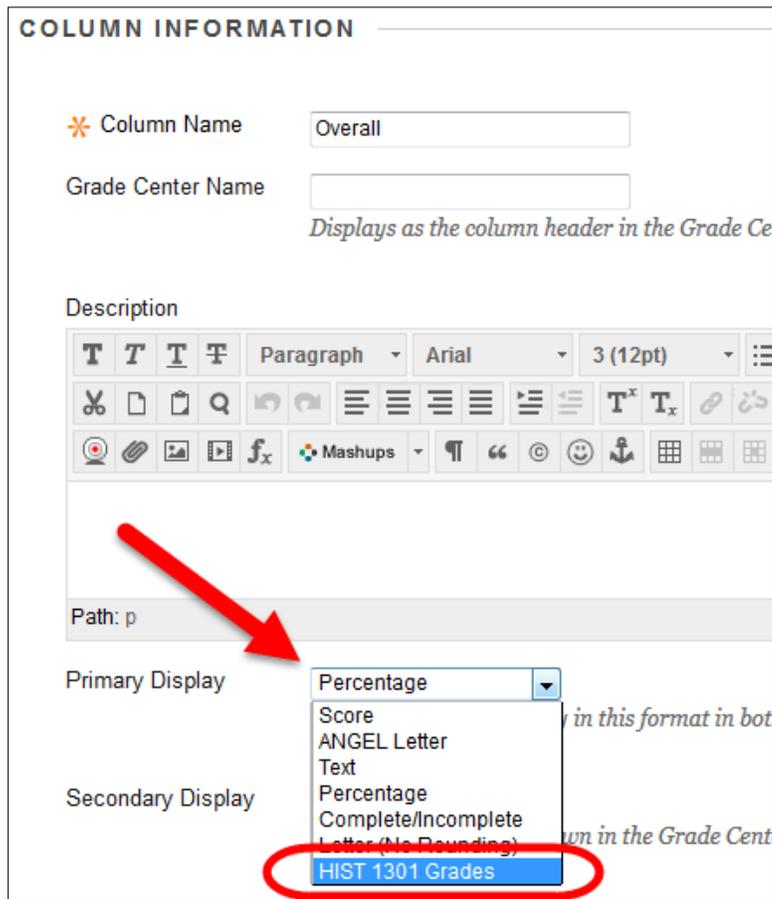
Path: p

Primary Display

Secondary Display

*in this format in bot*

*wn in the Grade Cent*



- Click Submit.

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

Last Name	First Name	Discussions	Overall
Brown	Tony	--	B
Casper	Chris	--	F
Cooper	Ashby	--	F
Durand	Porter	--	F
Favela_PreviewUse	Krista	--	--
Herrera	Linda	--	F
Johnson	Ryan	--	F
Lopez	Bruce	--	B
Perez	Javier	--	--
Scott	Sandra	--	F

