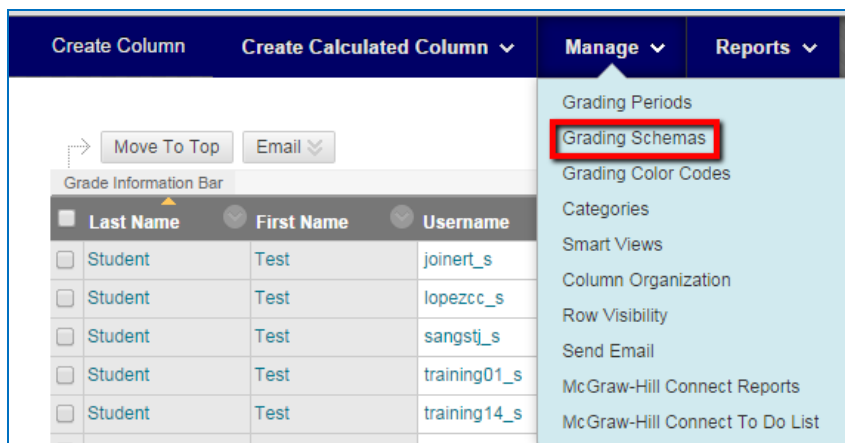


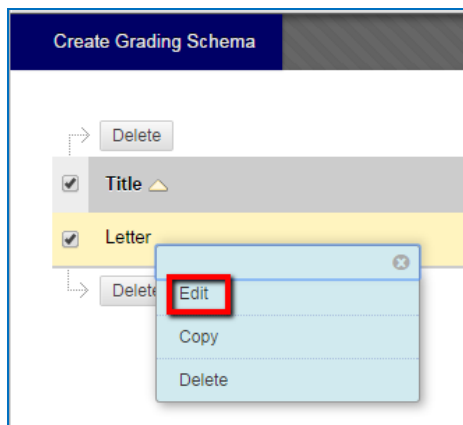
Editing the Built-In Letter Schema

One schema built into Grade Center is entitled *Letter*. It can be applied to any grade column for which the Primary or Secondary Display format is set to Letter. The instructions below tell you how to change the properties of this schema, but they are valid for editing any existing schema.

1. In Full Grade Center, point to the **Manage** button on the action bar, and select **Grading Schemas**.



2. On the Grading Schemas page, in the list of schemas, click the contextual arrow for the Letter schema, and select **Edit**.



- On the Edit Grading Schema page, make any desired modifications to the Name or Description.

SCHEMA INFORMATION

* Name

Description

- In the Schema Mapping section, change the percentage ranges that make up each letter grade, from A+ to F, and the percentage that each letter represents in calculated columns.

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	Insert Rows
<input type="text" value="97"/> % and <input type="text" value="100"/> %	<input type="text" value="A+"/>	A+	<input type="text" value="98.5"/> %	
<input type="text" value="94"/> % and Less Than <input type="text" value="97"/> %	<input type="text" value="A"/>	A	<input type="text" value="95"/> % Delete Row	←
<input type="text" value="90"/> % and Less Than <input type="text" value="94"/> %	<input type="text" value="A-"/>	A-	<input type="text" value="91.5"/> % Delete Row	←
<input type="text" value="87"/> % and Less Than <input type="text" value="90"/> %	<input type="text" value="B+"/>	B+	<input type="text" value="88.5"/> % Delete Row	←
<input type="text" value="84"/> % and Less Than <input type="text" value="87"/> %	<input type="text" value="B"/>	B	<input type="text" value="85"/> % Delete Row	←
<input type="text" value="80"/> % and Less Than <input type="text" value="84"/> %	<input type="text" value="B-"/>	B-	<input type="text" value="81.5"/> % Delete Row	←
<input type="text" value="77"/> % and Less Than <input type="text" value="80"/> %	<input type="text" value="C+"/>	C+	<input type="text" value="78.5"/> % Delete Row	←
<input type="text" value="74"/> % and Less Than <input type="text" value="77"/> %	<input type="text" value="C"/>	C	<input type="text" value="75"/> % Delete Row	←
<input type="text" value="70"/> % and Less Than <input type="text" value="74"/> %	<input type="text" value="C-"/>	C-	<input type="text" value="71.5"/> % Delete Row	←
<input type="text" value="67"/> % and Less Than <input type="text" value="70"/> %	<input type="text" value="D+"/>	D+	<input type="text" value="68.5"/> % Delete Row	←
<input type="text" value="64"/> % and Less Than <input type="text" value="67"/> %	<input type="text" value="D"/>	D	<input type="text" value="65"/> % Delete Row	←
<input type="text" value="60"/> % and Less Than <input type="text" value="64"/> %	<input type="text" value="D-"/>	D-	<input type="text" value="61.5"/> % Delete Row	←
<input type="text" value="0"/> % and Less Than <input type="text" value="60"/> %	<input type="text" value="F"/>	F	<input type="text" value="55"/> % Delete Row	←

- Click **Submit** to save changes to the schema.

After modifying existing schemas, you can click the **OK** button to return to Full Grade Center.