



Creating and Managing Grading Schemas

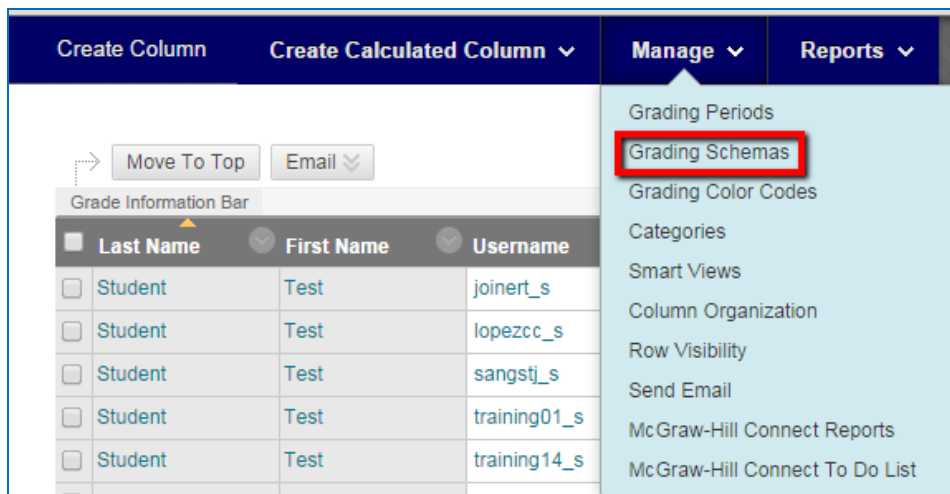
In some grading systems, or for some assessments, it is advisable to display a letter grade or text evaluation (such as *Excellent, Good, Fair, Poor*). Perhaps letter grades need to be based on a curve rather than standard ranges of scores. For these and similar situations, Grade Center provides a way to create and modify Grading Schemas.

A new feature as of the April 2014 Service Pack is the ability to create schemas that reflect grades in excess of 100%, thus accounting for extra credit. Previously, the 100% maximum for an A+ was not an editable field.

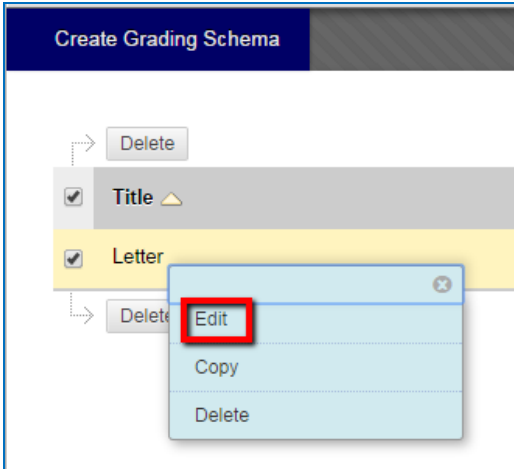
Modifying the Built-In Letter Schema

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**.



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

SCHEMA INFORMATION

* Name

Description

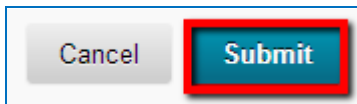
4. In the Schema Mapping section, change the percentage ranges that make up each letter grade, from A+ to F, and the percentage that each letter represents in calculated columns.

SCHEMA MAPPING

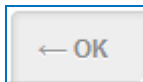
Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol into a percentage of points possible must be provided.

| 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 | ← |

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



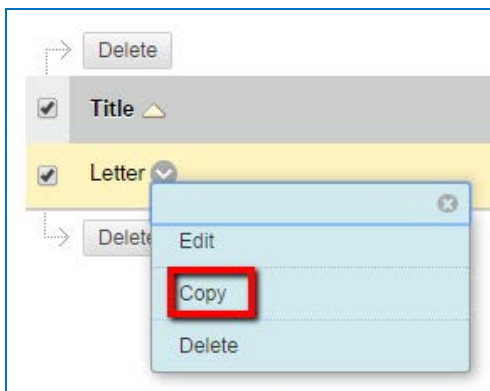
After modifying existing schemas, you can click the **OK** button to return to Full Grade Center.



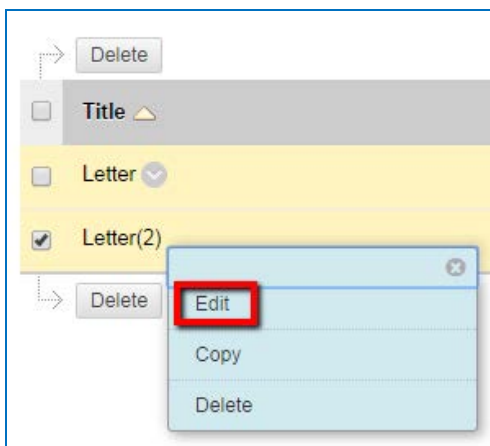
Copying and Deleting Schemas

The contextual menu for each Grading Schema contains a **Copy** command, allowing you to create new schemas with most of the work already done. You can also use the duplicate to create new versions of existing schemas without damaging those schemas, and then delete any that you no longer need.

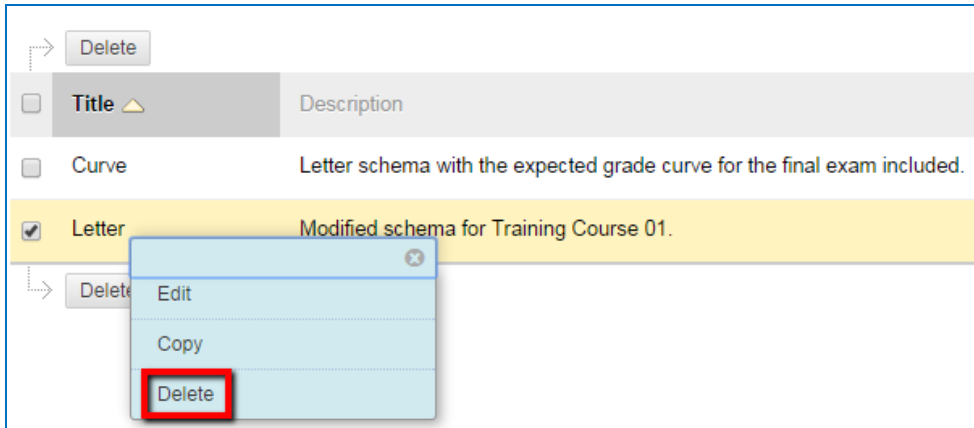
1. Click the contextual arrow next to the name of a schema, and select **Copy**.



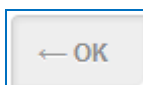
2. The name of the duplicate is the same as the original, but with **(2)** appended. To modify the new duplicate schema, click the contextual arrow next to its name, and select **Edit**.



3. Follow the steps outlined in the previous section of this tutorial.
4. To delete a schema no longer needed, choose **Delete** from its contextual menu. You can also delete several schemas at once by checking their checkboxes and clicking either **Delete** button. Confirm you intentions by clicking **OK** in the message box.



5. Click **OK** to exit Grading Schemas and view your changes in the Grade Center.



Creating New Schemas

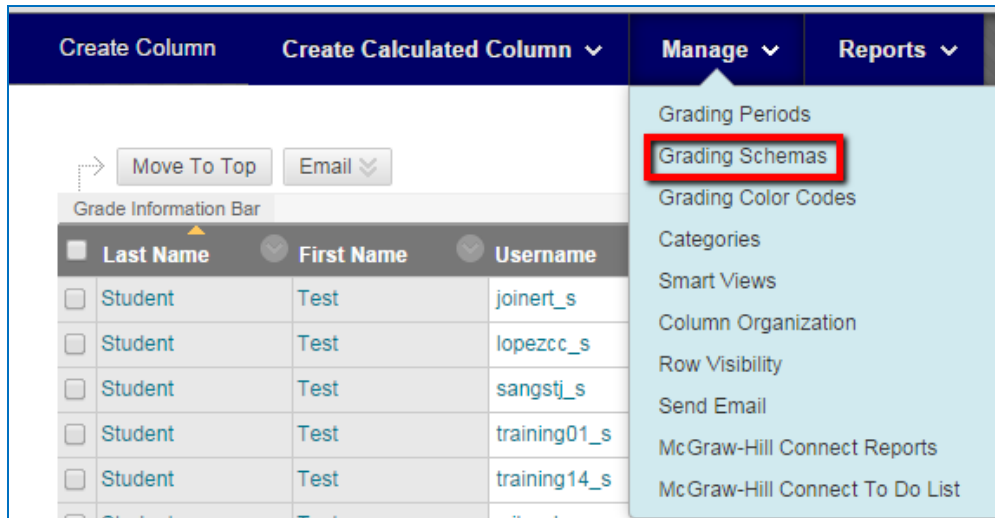
The Grading Schema that you create depends on the grading system you use in your courses or institution. Some institutions substitute the numbers 1 through 5 for the letters A through F; others may use labels such as *Excellent*, *Good*, *Fair*, *Poor*. If your institution prefers percentages for final grades, then schemas are not necessary.

However, to create a new Grading Schema:

1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. Point to the **Manage** button in the action bar of the Grade Center, and select **Grading Schemas** from the menu.



3. Supply a Name and optional Description for the new schema.

The screenshot shows the 'SCHEMA INFORMATION' form. It has two main sections: 'Name' and 'Description'. The 'Name' field is a text input box containing 'My New Schema'. The 'Description' field is a larger text area containing the text: 'Percentage ranges labeled as "Excellent," "Good," "Fair," and "Poor."'.

4. The Schema Mapping section starts as shown below Click the **Insert Rows** icons on the right to add rows to the mapping.

The screenshot shows the 'SCHEMA MAPPING' section. It includes a table with the following columns: 'Grades Scored Between', 'Will Equal', 'Grades Manually Entered as', and 'Will Calculate as'. The table has two rows of data. The first row shows '50 % and 100 %' mapping to 'A' and '75 %'. The second row shows '0 % and Less Than 50%' mapping to 'F' and '25 %'. There is a 'Delete Row' button next to the second row. To the right of the table is an 'Insert Rows' button, which is highlighted with a red box.

5. Enter the appropriate values in the boxes provided. As of the April 2014 release, Blackboard does allow values exceeding 100%. Press the Tab key to move the cursor to each successive box or button.

| Grades Scored Between | Will Equal | Grades Manually Entered as | Will Calculate as | Insert Rows |
|------------------------|------------|----------------------------|-------------------|-----------------|
| 90 % and 110 % | Excellent | Excellent | 100 % | ← |
| 80 % and Less Than 90% | Good | Good | 85 % | Delete Row ← |
| 70 % and Less Than 80% | Fair | Fair | 75 % | Delete Row ← |
| 0 % and Less Than 70% | Poor | Poor | 50 % | Delete Row ← |

- Click **Submit** to save the changes. The new schema appears in the list on the Grading Schemas page.