

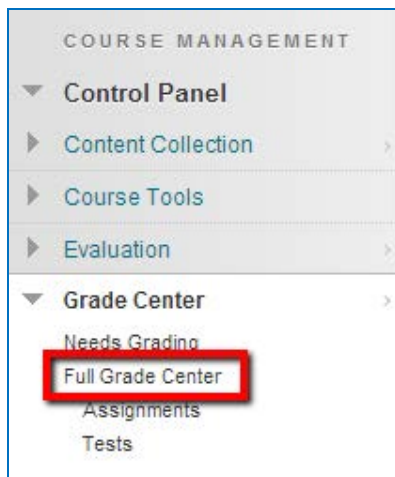


Creating New Grading Schemas

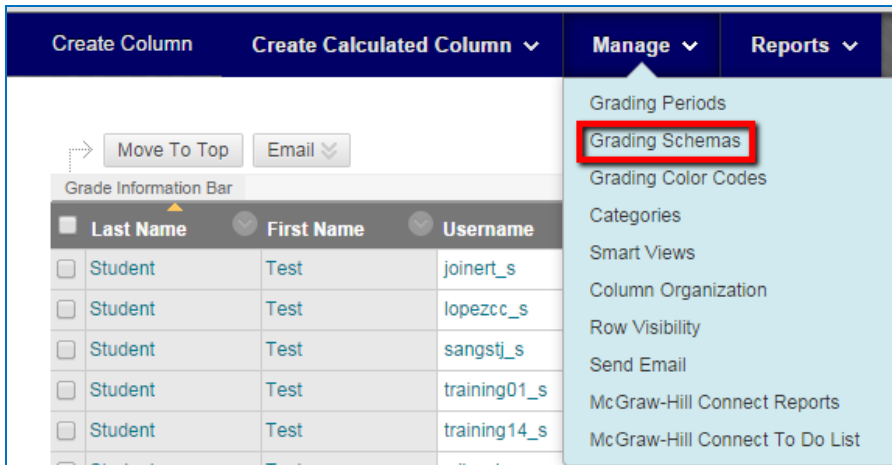
The Grading Schema that you create depends on the grading system you use in your courses or institution. Some institutions substitute the numbers 1 through 5 for the letters A through F; others may use labels such as *Excellent*, *Good*, *Fair*, *Poor*. If your institution prefers percentages for final 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 'SCHEMA INFORMATION' form has two main fields: 'Name' and 'Description'. The 'Name' field contains the text 'My New Schema'. The 'Description' field contains 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 'SCHEMA MAPPING' section contains a table with the following data:

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

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.