A grading schema is a set of rules based on percentage ranges that match scores to specific grade displays. For example, the total possible points for your final course grade is 600 and 93% - 100% equals an A, 85% - 92% equals a B, etc. You can create a grading schema to reflect this grading scale. If this grading schema is chosen as the display for the final grade, the appropriate letter grade will display in My Grades for the student as well as in the Grade Center.

1. To add a Grading Schema, go to the Control Panel and then select Grade Center which is located in the Assessment area.

2. Click Manage on the menu bar and select Grading Schemas from the drop down menu.

3. Click the Add Grading Schema button.
4. Enter a **Name** for the Grading Schema. Optionally, you can enter a description for the Grading Schema. Notice the Schema Mapping (section 2) by default, has two ranges of percentiles from 50% to 100% and from 0% (zero) to less than 50%.

**NOTE:** The schema name will appear in the drop-down menu for Primary Display and Secondary Display when adding an item to the Grade Center as well as on the Manage Grading Schema page.

5. You will enter the information for your grading scale in the schema mapping section. For example assume your grading scale is A = 93% - 100%, B = 85% - 92%, C = 77% - 84%, D = 65% - 76%, and F = below 65%. In this example you would enter **93** in the grades scored between field and enter **A** in the will equal field. You have to enter a number for the percentage that grades manually entered will calculate as. In the example below, if you enter a grade of A in the Grade Center it will calculate as 97% of the total points for that Grade Center item. Click on the insert rows arrow when you are finished entering the information for the first row.
6. The percentage range given for each grade value must begin with the lesser value listed first. The values must also overlap. Ranges must be set up in this way to avoid gaps that could occur when a score falls in between numbers in the range. In our example, the range for the letter grade B (85% – 92%) includes all grades up to but not including 93%. The top range includes 100%. In our example the letter grade A includes 100% and the letter grade B does not include 93%.

For the second row in our Grading Schema, enter 85 in the grades scored between field and enter B in the will equal field. You have to enter a number for the percentage the grades manually entered will calculate as. In the example below, if you entering a grade of B in the Grade Center it will calculate as 89% of the total points for that Grade Center item.

Click on the insert rows arrow when you are finished entering the information for the second row and are ready to move to the next row.

7. Continue entering the grading information for all the rows in your Grading Schema. The completed Grading Schema for our example would look like the image below.

8. Click on submit when you are done. You will be returned to the Grading Schemas page. The Grading Schema you just created will be added to the list of Grading Schemas for your course.
### Modifying a Grading Schema

1. To modify a Grading Schema you should get into the **Control Panel** and select **Grade Center** from the Assessment area.

   ![Control Panel](image1.png)

2. Click **Manage** on the menu bar and then select **Grading Schemas** from the drop down menu.

   ![Grade Center](image2.png)

3. Locate the Grading Schema you would like to change and click **Modify** button for the schema.

   ![Grading Schemas](image3.png)
4. Make any changes to the Grading Schema’s Name, Description and/or Display Symbols and their corresponding percentages. Click Submit when done.

NOTE: Once submitted, all columns using this Grading Schema are updated to reflect the changes.

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Copy a Grading Schema

1. To copy a Grading Schema you should get into the Control Panel and select Grade Center from the Assessment area.

2. Click Manage on the menu bar and then select Grading Schemas from the drop down menu.
3. Locate the Grading Schema you would like to copy and click **Copy** button for the schema.

4. The Grading Schema you just copied will be added to the list of Grading Schemas for your course. You can modify the copied schema by following the instructions for **Modifying a Grading Schema** on page 4.

### Removing a Grading Schema

1. To remove a Grading Schema you should get into the **Control Panel** and select **Grade Center** from the Assessment area.

2. Click **Manage** on the menu bar and select **Grading Schemas** from the drop down menu.
3. Locate the Grading Schema you would like to remove and click **Remove** button for the schema and then click **OK** when prompted to confirm removal of the Grading Schema.

![Grading Schemas dialog box]

**NOTE:** You can remove any Grading Schema you created as long as the schema is not in use. Grading Schemas currently in use do not have a Remove button. You can remove the default Grading Schema only if you have made modifications to it. Removing a Grading Schema cannot be undone.

![Windows Internet Explorer dialog box]