



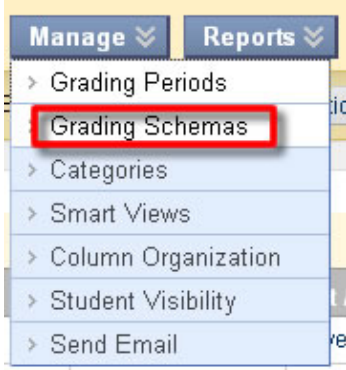
How do I modify/create a grading schema?


Grading schemas can be edited or added and grades will be edited to reflect the changes. The system default grading schema is named as **Letter**. Below is the system default grading schema. If you select letter grade for one of your grade columns, this is how the letter grade will be assigned by the system.

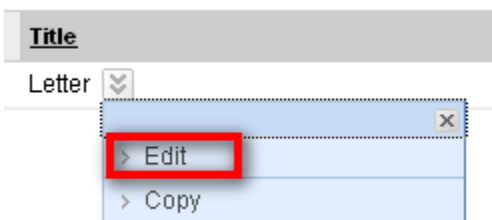
Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate
97 <input type="text"/> % and 100	<input type="text" value="A+"/>	A+	<input type="text" value="98.5"/>
94 <input type="text"/> % and Less Than 97	<input type="text" value="A"/>	A	<input type="text" value="95"/>
90 <input type="text"/> % and Less Than 94	<input type="text" value="A-"/>	A-	<input type="text" value="91.5"/>
87 <input type="text"/> % and Less Than 90	<input type="text" value="B+"/>	B+	<input type="text" value="88.5"/>
84 <input type="text"/> % and Less Than 87	<input type="text" value="B"/>	B	<input type="text" value="85"/>
80 <input type="text"/> % and Less Than 84	<input type="text" value="B-"/>	B-	<input type="text" value="81.5"/>
77 <input type="text"/> % and Less Than 80	<input type="text" value="C+"/>	C+	<input type="text" value="78.5"/>
74 <input type="text"/> % and Less Than 77	<input type="text" value="C"/>	C	<input type="text" value="75"/>
70 <input type="text"/> % and Less Than 74	<input type="text" value="C-"/>	C-	<input type="text" value="71.5"/>
67 <input type="text"/> % and Less Than 70	<input type="text" value="D+"/>	D+	<input type="text" value="68.5"/>
64 <input type="text"/> % and Less Than 67	<input type="text" value="D"/>	D	<input type="text" value="65"/>
60 <input type="text"/> % and Less Than 64	<input type="text" value="D-"/>	D-	<input type="text" value="61.5"/>
0 <input type="text"/> % and Less Than 60	<input type="text" value="F"/>	F	<input type="text" value="55"/>

To edit a grading schema,

1. Go to **Control Panel > Evaluation > Grade Center**.
2. Click **Manage** button at the top of the gradebook.
3. Select **Grading Schemas**.



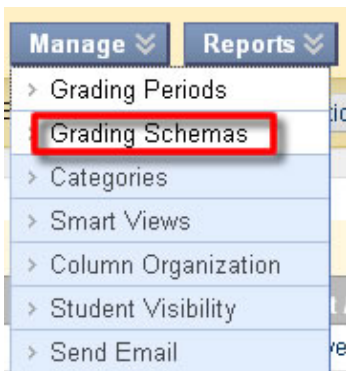
4. Click the **Action Link** , and then select **Edit** to edit the grading schema.



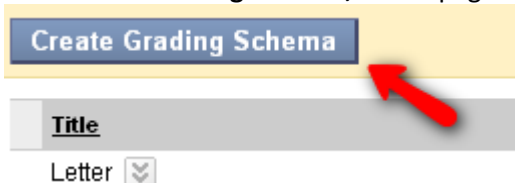
5. Click **Submit** when you are done with editing.

To create a new grading schema,

1. Click **Manage** button at the top of the gradebook
2. Select **Grading Schemas**



3. Click **Create Grading Schema**, a new page appears.



4. Follow the directions on this page to enter the required information for the grading schema.

5. Click **Submit** when you are done.
6. You can find the grading schema from the **Primary Display** drop-down menu or **Secondary Display** drop-down menu when creating a new grade column or editing an existing grade column.

Tip:

Name your grading schema differently from the grade display formats that are already in the system to avoid confusion. The grade display formats that are already in the system are: **Score, Letter, Text, Percentage, and Complete/Incomplete.**