

Grading Schemas

Each new course has a default **Letter** grading schema using + and - (A+, A, A-, B+, B, B-, etc.). You can create additional grading schemas to reflect the multiple ways you want to grade throughout your course. You can create as many schemas as needed. Any schemas you create in your course can only be used in the course you create them in.

Create a Grading Schema

Use the following steps to create a customized grading schema in your course.

1. In the **Full Grade Center**, hover over **Manage** and click on **Grading Schemas**.
2. On the **Grading Schemas** page, click the button **Create Grading Schema**.
3. Under **Schema Information**, type a **Name** (optionally, provide a **Description**.) *This name appears on the Grading Schemas page and in the drop-down lists for Primary Display and Secondary Display when creating or editing columns in the Grade Center.*
4. In the **Schema Mapping** section, two default rows appear with ranges of percentages. You can edit the ranges to customize to your department grading schema.
 - a. Click **Insert New Row Here**—represented by a left-pointing arrow—to insert more rows for additional values.
 - b. Click **Delete Row** to remove a row from the table. At least one row must remain.
 - c. In the **Grades Scored Between boxes**, type percentage ranges for the grade values. The percentage range for each grade value must be unique and begin with the lesser value listed first.
 - d. In the **Will Equal** boxes, type the grade values, such as: A, B, C, D, and F.
 - e. In the **Will Calculate** as boxes, type the percentage values to use if you enter a letter grade manually. The percentages must fall between the corresponding ranges of percentages in the first column. For example, grades you score manually as A (90 – 100%) will be calculated as 95%. For an item with 100 points possible, if you change the **Primary Display** for the column from your **Grading Schema** to **Score**, 95 is displayed as the grade in the cell instead of A.
5. Click **Submit**.
NOTE: You can associate the new Grading Schema with an individual column or multiple columns in the **Grade Center**.

Edit Grading Schema

You can edit existing **Grading Schemas** in your course. Use the following steps to edit a Grading Schema in your course.

1. In the **Full Grade Center**, hover over **Manage** and click on **Grading Schemas**.
2. On the **Grading Schemas** page, hover over a **Grading Schema** to see the arrow to click to access the contextual menu (drop-down menu). Click on the arrow, and select **Edit**.

3. On the **Edit Grading Schema** page, edit **Name** and **Description** (optional).
4. In the **Schema Mapping** section:
 - a. Click **Insert New Row Here**—represented by a left-pointing arrow—to insert more rows for additional values.
 - b. Click **Delete Row** to remove a row from the table. At least one row must remain.
 - c. In the **Grades Scored Between** boxes, type the new percentage ranges for the grade values. The percentage range for each grade value must be unique and begin with the lesser value listed first. Also, the values must overlap to avoid gaps that occur when a score falls between two numbers in a range.
 - d. In the **Will Equal** boxes, type the new grade values.
 - e. In the **Will Calculate** as boxes, type the new percentage values to use if you provide a grade manually. The percentages must fall between the corresponding ranges of percentages in the first column. For example, grades you score manually as A (90 – 100%) will be calculated as 95%. For an item with 100 points possible, if you change the **Primary Display** for the column from your **Grading Schema** to **Score**, 95 is displayed as the grade in the cell instead of A.
 - f. Click **Submit**.

Copy or Delete Existing Grading Schema

You can copy or delete existing Grading Schemas in the Grade Center. For example, if you want to make minor changes to the default **Letter** Grading Schema, you can retain it by copying it and editing it.

Copying Grading Schemas

1. In the **Full Grade Center**, hover over **Manage** and click on **Grading Schemas**.
2. On the **Grading Schemas** page, hover over the **Grading Schema** to see the arrow to click to access the contextual menu (drop-down menu). Click on the arrow, and select **Copy**. The copied schema appears in the list with a number appended to the name, such as Letter (2).

Deleting Grading Schemas

You can delete the default **Letter** Grading Schema **only** if it is not currently associated with a Grade Center column.

1. In the **Full Grade Center**, hover over **Manage** and click on **Grading Schemas**.
2. On the **Grading Schemas** page, hover over the **Grading Schema** to see the arrow to click to access the contextual menu (drop-down menu). Click on the arrow, and select **Delete**. A warning appears stating: **This action is final and cannot be undone**. Click **OK** to delete the schema.