

Customizing a Letter Grade Schema



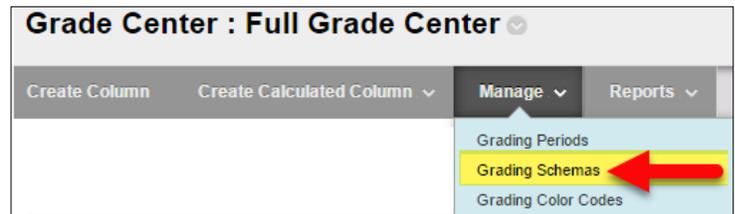
Blackboard Learn

By default, Blackboard displays and calculates grades according to a *Primary Display of Score* (i.e. points earned out of points possible). However, instructors can create a custom Letter grade schema to calculate or assign letter grades.

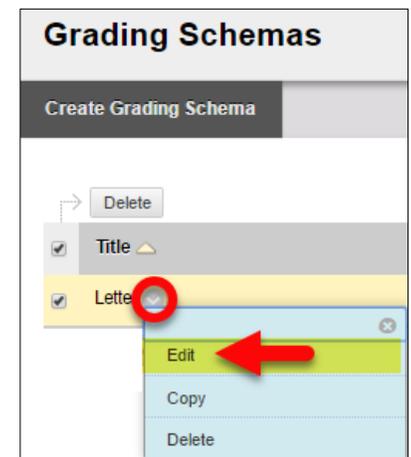


Reviewing and Customizing a Letter Grade Schema

1. On the Grade Center page, roll your mouse over the **MANAGE** button. In the menu that appears, select **GRADING SCHEMAS**.

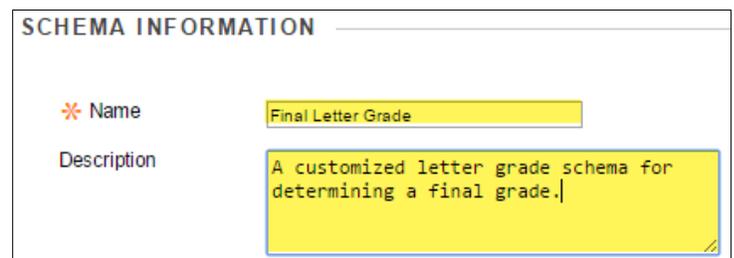


2. That will take you to the **GRADING SCHEMAS** page. To review and customize the default Letter grade schema, roll your mouse over its title, click the gray context arrow, and select **EDIT** from the menu.



3. On the **EDIT SCHEMA** page, locate the **SCHEMA INFORMATION** section.

Give the schema a distinct **NAME** and **DESCRIPTION**.



- Scroll down to the **SCHEMA MAPPING** section. Review and adjust the grade ranges and associated with letter grades. You may add rows by clicking insert  button. You may delete rows by clicking the *delete row* links.

SCHEMA MAPPING

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
94 % and 100 %	A	A	97 %	
89.5 % and Less Than 94%	A-	A-	92 %	Delete Row
87 % and Less Than 89.5%	B+	B+	88.5 %	Delete Row
84 % and Less Than 87%	B	B	85 %	Delete Row
80 % and Less Than 84%	B-	B-	81.5 %	Delete Row
77 % and Less Than 80%	C+	C+	78.5 %	Delete Row
74 % and Less Than 77%	C	C	75 %	Delete Row
70 % and Less Than 74%	C-	C-	71.5 %	Delete Row
67 % and Less Than 70%	D+	D+	68.5 %	Delete Row
64 % and Less Than 67%	D	D	65 %	Delete Row
60 % and Less Than 64%	D-	D-	61.5 %	Delete Row
0 % and Less Than 60%	U	U	58 %	Delete Row

In the **GRADES SCORED BETWEEN** fields, indicate the percent range and letter grade equated with scores in that range.

These values will be used to **automatically assign a letter grade** based on percent scores on assessments.

In the **WILL CALCULATE AS** field, type a percent score that falls *between* each score range.

These values will be used to automatically assign a percent grade **if you type grades** into grade cells as a letter (i.e. columns with a primary display of letter grade). This tells Blackboard what each letter grade is worth as a percentage.

- When you are done, click **SUBMIT**. Your changes to the schema will be saved in your course.

Grading Schemas

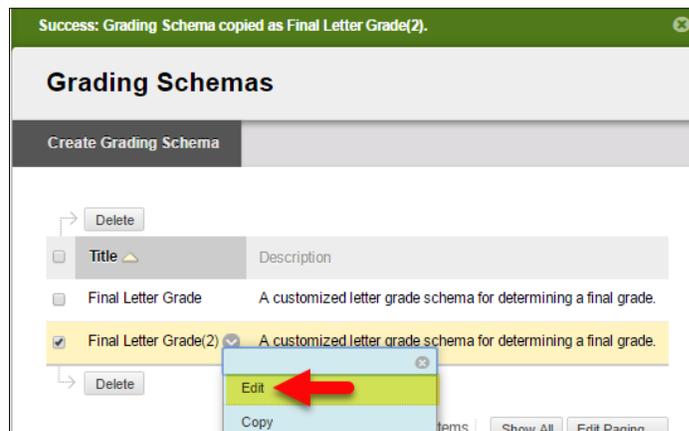
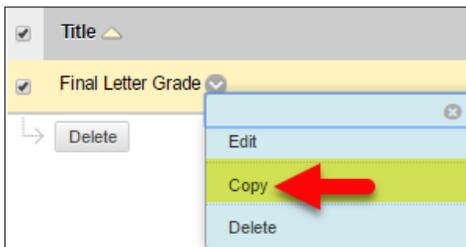
Create Grading Schema

 Delete

Title	Description
Final Letter Grade	A customized letter grade schema for determining a final grade.

Creating a New Schema

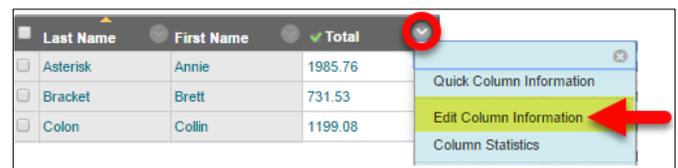
An easy way to create a new letter grade schema is to make a copy of an existing schema that can be customized as needed. On the **GRADING SCHEMAS** page, roll your mouse over a grading schema's title, click the gray context arrow, and select **COPY** from the menu. This creates an exact copy of a grading schema that you may edit and customize through the **EDIT** function.



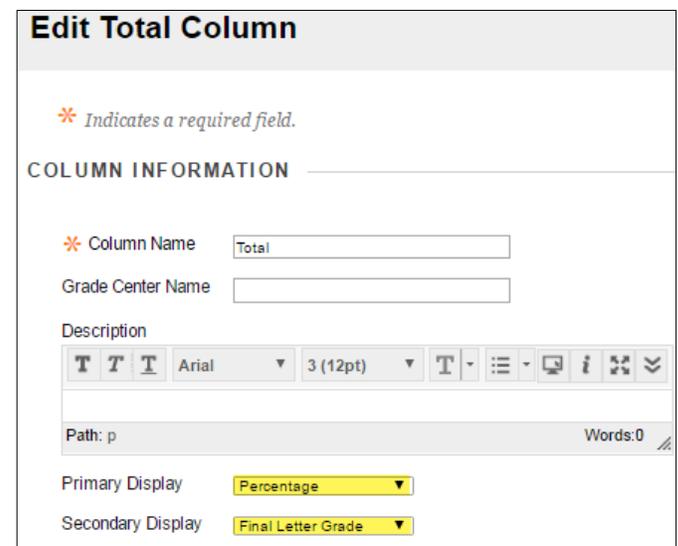
Applying a Schema to a Grade Center Column

To get a column to display a letter grade, you must edit the column's display settings.

1. In your **FULL GRADE CENTER**, click the gray arrow button  at the head of a column and select **EDIT COLUMN INFORMATION** from the context menu that appears.



2. On the **EDIT** page, adjust the column's **PRIMARY DISPLAY** and **SECONDARY DISPLAY** settings.
 - a. If you want students to see the letter grade, set **PRIMARY DISPLAY** to your **LETTER/CUSTOM LETTER GRADE SCHEMA** and set **SECONDARY DISPLAY** to **PERCENTAGE**.
 - b. If you want the column to [post final grades to INFOne using the course's ILP Integration tool](#), set **PRIMARY DISPLAY** to **PERCENTAGE** and **SECONDARY DISPLAY** to your **LETTER/CUSTOM LETTER GRADE SCHEMA**.



3. When you are done, click the **SUBMIT** button at the bottom of the page.

4. You will return to the **FULL GRADE CENTER**. The column you edited will now display grades based on your custom schema and primary/secondary display settings.

SCHEMA MAPPING

			Grades Scored Between	Will Equal
<input type="checkbox"/>	Asterisk	Annie	90.34%	(A-)
<input type="checkbox"/>	Bracket	Brett	81.46%	(B-)
<input type="checkbox"/>	Colon	Collin	80.05%	(B-)

		Grades Scored Between	Will Equal	
<input type="text" value="84"/>	% and	<input type="text" value="100"/>	%	<input type="text" value="A"/>
<input type="text" value="89.5"/>	% and	Less Than	<input type="text" value="94"/>	<input type="text" value="A-"/>
<input type="text" value="87"/>	% and	Less Than	<input type="text" value="89.5"/>	<input type="text" value="B+"/>
<input type="text" value="84"/>	% and	Less Than	<input type="text" value="87"/>	<input type="text" value="B"/>
<input type="text" value="80"/>	% and	Less Than	<input type="text" value="84"/>	<input type="text" value="B-"/>

Exporting a Grading Schema

Grading schemas reside within a course and are not easily moved from one course to another. If you need to be able to import a grading schema into a course, we recommend developing your grading schemas in a [blank personal master](#) and then following these steps.

1. Once one or more grading schemas have been developed in the blank personal master, [create and download an Export file](#) containing just “Grade Center Columns and Settings”.
2. In the destination course, [import the Export file](#). When importing the Export file, select the file’s “Grade Center Columns and Settings” only.
3. A successful import process that includes the Grade Center will add the grading schemas and one new Total and Weighted Total column to the destination course. You may delete these duplicate columns.