

## Creating Grading Schemas

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### Overview

A Grading Schema is a diagram based on percentage ranges that matches scores to specific grade displays. For example, a student's raw numeric score on a quiz that has 100 possible points is an 88. In a Grading Schema in which a percentage of 87.5 to 89.5 equals a B+, this score results in a B+. If the grade display Letter option is chosen, the B+ will display to the Student. Grading Schemas may be edited or added to an ongoing Course and grades will be updated to reflect the changes.

A copy of the system default grading schema is included in all Course sections. Instructors can modify the pre-defined grading schema and save changes within their Course sections. Instructors also have the ability to create additional Grading Schemas within in their Course sections to reflect the multiple ways in which they may need to grade throughout their Courses.

### Add a Grading Schema

When a Grading Schema is employed, and depending on the grade display option, the Grade Center will translate the entry according to the Grading Schema and display the corresponding value. For example, if a column is configured to display Pass for all percentages above 70%, then, when the Instructor enters 89%, the Grade Center will display Pass. There is no limit to the number of Grading Schemas an Instructor can create.

Upon creation, a Grading Schema is included as an option in the Primary and Secondary Display option in creating a Grade Column or Calculated item. There are already default grade display options. For more information on creating a Grade Column or Calculated Column, see [Adding Grade Columns to the Grade Center](#) or [Calculating Grades](#).


To add a Grading Schema to the Grade Center, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Schema** from the Action Link menu.
3. Click **AddGrading Schema**.
4. Enter a **Name** for the Grading Schema. The 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. Enter a **Description** for the Grading Schema. The description will appear on the Manage Grading Schema page and can assist with identifying the Grading Schema.
6. Enter the **Schema Mapping** information. By default, any new grading schema will have two ranges of percentiles from 50% to 100% and from 0% (zero) to less than 50%.

For example, a pass/fail schema might be set up like this:

Grades scored between	will equal	Grades manually entered as	will calculate as
50% and 100%	Pass	Pass	100%
0% and less than 50.0%	Fail	Fail	0%

7. Click the arrow to insert a new row into the schema to enter additional display values to the schema.

	<b>Note:</b> The dash symbol “—” cannot be used as an entry. The dash represents a Null value.
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Each Display Symbol must be unique in the Grading Schema.

The percentage range given for each grade value must begin with the lesser value listed first. The values must also overlap. For example A = 90 – 100%, B = 80 – 90%, C = 70 – 80% and so on. Ranges must be set up in this way to avoid gaps that could occur when a score falls in between numbers in the range. The range of 80 – 90% includes all grades up to but not including 90%. The top range does include 100%.

Click **Remove Row** to remove a value range (row) from the schema.

8. Click **Submit** to save the Grading Schema.

### Modify a Grading Schema

Once created, Grading Schemas can be modified. To modify a Grading Schema, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Schema** from the Action Link menu.
3. Find the Grading Schema to modify and click **Modify**.
4. Make any changes to **Name**, **Description** or **Display Symbols** and their corresponding percentages.
5. Click **Submit**. Once submitted, all columns using the Grading Schema are updated to reflect the changes.

### Copy a Grading Schema

Once created, Grading Schemas can be copied and used again. Upon **Copy**, the new Grading Schema name is prefixed with “Copy of” followed by the name of the original schema. To copy a Grading Schema, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Schema** from the Action Link menu.
3. Find the Grading Schema to copy and click **Copy**.

Copied Grading Schemas may be modified by using the steps in the sub-section above, Modify a Grading Schema.

### Remove a Grading Schema

Instructors may remove the default Grading Schema only if they have made modifications to it. Instructors may remove any Grading Schemas they created as long as the schemas are not in use. Grading Schemas currently in use do not have a **Remove** button. Removing a Grading Schema cannot be undone.

To remove a Grading Schema, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Schema** from the Action Link menu.
3. Find the Grading Schema to delete and click **Remove**.
4. Click **OK**.