Overview

This tutorial will show you how to Edit a Grading Schema for your course. While Blackboard loads a default Grading Schema in your Grade Center, you can personalize it to reflect an alternative grading scale. You can also Create a Grading Schema, if you prefer.

Quick Steps

Control Panel > Full Grade Center > Manage > Grading Schemas > “Letter” Item Options > Edit

Step 1

The first step is to open the Full Grade Center. The Grade Center can be found in the Course Management navigation pane beneath the Control Panel section. Click on Grade Center [1], and then click on the “Full Grade Center” option [2].
Step 2

Hover over the Manage tab [3] on the Action Bar, and select “Grading Schemas” [4].

Step 3

On the Grading Schemas page, locate the “Letter” Grading Schema in the table. Open the Item Options menu [5] by clicking on the grey, drop-down arrow that follows the Grading Schema’s title and select “Edit” [6].
Step 4

From the Edit Grading Schema page, you can rename the schema and provide a description beneath the Schema Information section. Within the Schema Mapping section, you will find the Schema Mapping table.

Use the Grades Scored Between and Will Equal columns to create the scoring range and the desired letter grade for each range [7]. Ranges must be entered from lowest to highest value.

Use the Will Calculate as column [8] to specify the percentage points each letter grade will be associated with in the My Grades tool.

To delete a row from the Schema Mapping table, click on the “Delete Row” text in the Will Calculate as column [9]. To add a new row, click on the arrow button(s) in the Insert Rows column [10].
Step 5

When you have completed the Grading Schema table, click the Submit button to save your Grading Schema.

Submit

Note

If this is your only Grading Schema, all graded activities will update to the new scale in the Grade Center. If you have multiple Grading Schemas, you may need to Associate a Grading Schema with each individual activity to see changes.