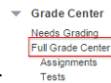


Checking and editing the Grading Schema in Learn

To ensure your grade calculations are correct, you will want to check and possibly make edits to the grading schema in your Blackboard Learn course to ensure it matches what you have posted in your syllabus for the course. This can be done in a few simple steps:

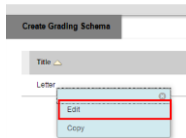
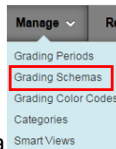
- ✓ Go to Full Grade Center



- ✓ Click Manage



- ✓ In the Manage drop down list, select Grading Schema
- ✓ Once you are in the schema, you will see the default "Letter", click the gray arrow beside it and choose "edit"



- ✓ You will see the schema table, here you can edit, insert or delete rows
To edit, click in the box with the number and enter your desired percentage
To Delete, simply click "delete row"
To insert a row, click "insert rows" and enter your desired percentage(s)

2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mappings from each symbol into a percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
97 % and 100 %	A+	A+	98.5 %	
94 % and Less Than 97%	A	A	95 %	Delete Row
90 % and Less Than 94%	A-	A-	91.5 %	Delete Row
87 % and Less Than 90%	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

Once you are satisfied with the table, click Submit in the lower right corner of the screen. This schema will now be the default for your course.

Please note: If you use course copy from semester to semester, this will copy along with your other information, so you will NOT have to repeat these steps, unless you change your grading policy/schema for your course(s).