

Blackboard – How to set up Grade Schemas “Letter Grades”

Blackboard has created an area called Schemas that allow for the display of letter grades in the Grade Center. Grading Schemas can be set most any way.

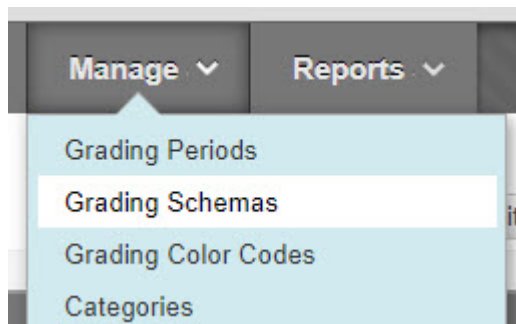
Tip: When using schemas as actual grades and a backup on the Grade Center is done, letter grades will hold NO true value for restoring the grades.

Create a New Schema

In the steps below, we will see how to setup a grading schema that matches the following letter grading scale:

- A = 90% – 100%
- B = 80% – 89%
- C = 70% – 79%
- D = 60% – 69%
- F = 0 %- 59%

1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.
2. **Click** on the **Manage** menu button then **select Grading Schemas**.



3. **Click** on the **Create Grading Schema** button.
4. Type in the name of the new schema in the **Name** text area.
5. Next decide on how many grading levels need added to the Schema map. The default map is shown below.

Add more grading levels by clicking on the **Insert Row** buttons that look like left pointing arrows as show in the highlight box below.

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
60 % and Less Than 64%	D-	D-	61.5 %	Delete Row
0 % and Less Than 60%	F	F	55 %	Delete Row

Example: to make the standard grading map as shown below add 3 additional mapping levels –click the insert row button three times.

1. A = 90% – 100%
 2. B = 80% – 89%
 3. C = 70% – 79%
 4. D = 60% – 69%
 5. F = 0 %- 59%
6. Next we need to setup the percentage spread matched to a letter grade. Fill in the left side of the schema mapping area with the numbers and letter grades as needed. The example below is how you would setup our example grading scale show mentioned above.

Grades Scored Between	Will Equal
90 <input type="text"/> % and 100%	A <input type="text"/>
80 <input type="text"/> % and Less Than 90%	B <input type="text"/>
70 <input type="text"/> % and Less Than 80%	C <input type="text"/>
60 <input type="text"/> % and Less Than 70%	D <input type="text"/>
0 <input type="text"/> % and Less Than 60%	F <input type="text"/>

Extra Help: Here is how Blackboard interprets a schema setup – let’s take the percentage spread for the letter grade ‘D’. ***A student will have the letter grade of ‘D’ recorded if the grade entered is between 60% up to not including 70%. The only difference would be the letter grade of ‘A’ – it would be a grade that is between 90% up to and including 100% would be recorded as an ‘A’.***

- Setup the score that will be recorded when manually entering a letter grade.

Grades Manually Entered as	Will Calculate as
A	95 <input type="text"/> %
B	85 <input type="text"/> %
C	75 <input type="text"/> %
D	65 <input type="text"/> %
F	25 <input type="text"/> %

In this example:

If an instructor types in the letter ‘A’ for a student’s grade, the student would receive a 95% for their grade.

TIP! The best way to record grades using letter grades is **ALWAYS** input scores and let Blackboard generate the letter grade – that way all students have the grade value they earned.

- Click the **Submit** button to save your grading schema.