# USING GRADING SCHEMAS IN BLACKBOARD LEARN

In Blackboard, Grading Schemas are used to assign a letter or word to a Grade Center column rather than a numeric value. Using Grading Schemas is a two-step process. First, the schema must be created (or modified) according to your criteria. Then the Grading Schema must be assigned to a column in the Grade Center.

1. To create a new schema go to your **Full Grade Center** and click the **Manage** button.
2. From the dropdown menu, select **> Grading Schemas**.
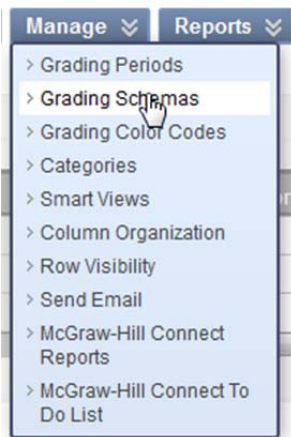
3. By default, a **Letter** schema will appear in the Grading Schemas list. This grading schema follows the traditional A, B, C, D, F format. You may edit it by clicking the edit or "chevron" button next to **Letter**.
4. To create a new schema, click the **Create Grading Schema** button.

5. Under *Schema Information*, enter a *Name for the schema and provide a short **Description**.

6. Under *Schema Mapping*, set the criteria for each option. Criteria might include: Pass/Fail, Satisfactory/Unsatisfactory, Complete/Incomplete, Good/Fair/Poor, etc. By default, new grading schemas include two criteria. If you need three or more, use the *arrow* buttons on the right to **Insert Rows**.
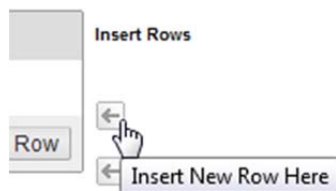
7. Enter then numeric breakdown for each criteria. If only using two criteria such as Pass/Fail, leave it at 0%-<50% and 50%-100%. If using more than two, insert new rows as necessary and distribute points across criteria as needed with the total equaling 100%.

Grades Scored Between

50	% and 100%
0	% and Less Than 50%

8. After you have determined your numeric criteria, enter a label in the **Will Equal** column for each of your criteria. The default for new **Grading Schema** is A and F but you can enter whatever letters or words you prefer.
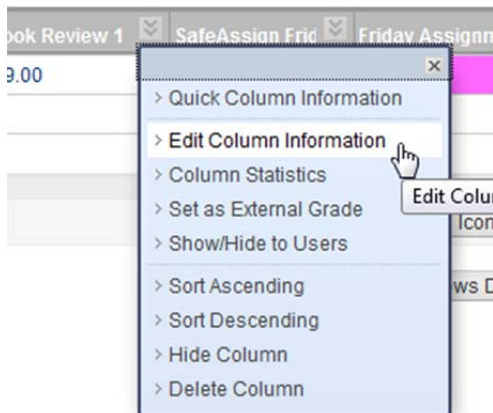
Will Equal

Complete

Incomplete

9. Once you have determined the criteria for your new schema, click the **Submit** button. The newly created *Grading Schema* will be added to the list of options available in your *Grade Center*. The next set of instructions will explain how a *Grading Schema* is applied to a column in the *Grade Center*.
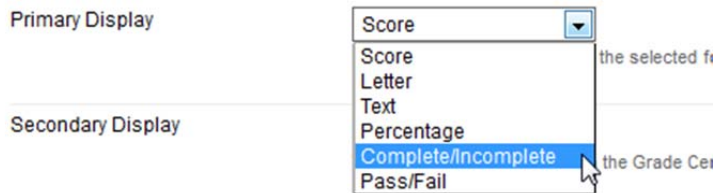
Cancel   **Submit**

APPLYING A GRADING SCHEMA TO A COLUMN IN THE GRADE CENTER

1. For an existing column click the **Edit** (or Chevron) button at the top of the column and select **>Edit Column Information**.

ok Review 1   SafeAssign Frid   Friday Assignm

9.00

> Quick Column Information
> Edit Column Information
> Column Statistics
> Set as External Grade
> Show/Hide to Users

> Sort Ascending
> Sort Descending
> Hide Column
> Delete Column

2. Click the dropdown menu under *Primary Display*. Your new Grading Schema(s) will be available in the dropdown menu. Select the one you want to use and click the **Submit** button at the top or bottom of the page.

Primary Display

| Score ▾ |
| Score |
| Letter |
| Text |
| Percentage |
| Complete/Incomplete |
| Pass/Fail |

the selected f

Secondary Display   the Grade Cen

3. If the column is automatically scored by a quiz or test, the schema item (pass/fail, complete/incomplete, etc.) will appear automatically. If the column is manually scored, then enter a value within the range for the appropriate item and click *enter* (or *return*). The appropriate schema item should then appear in the column.

4. Note: for a newly created column, just select the appropriate schema from the dropdown menu under Primary Display.