

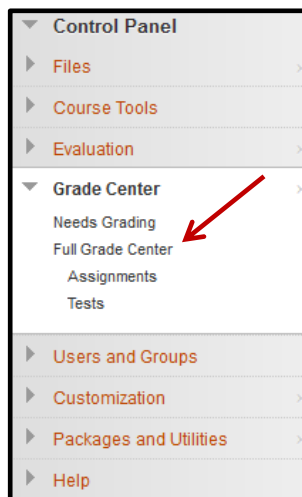
# Blackboard Learn

## Grading Schemas in the Full Grade Center

Grading Schemas are useful for showing grades in a letter grade format, pass/fail or other customized text format. (eg. A, B, C; Pass/Fail; Excellent, Good, Poor)

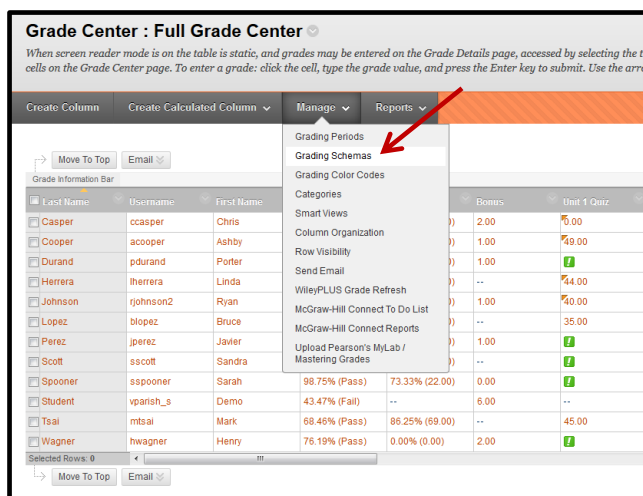
### Step 1

Access the Full Grade Center from the Control Panel by clicking Grade Center and choosing Full Grade Center from the list of options.



### Step 2

To access Grading Schemas, hover over the Manage tab and choose Grading Schemas from the list.



## Step 3 – Create Grading Schemas

This will open the Grading Schemas screen, which will show you every Grading Schema currently available. To create a new Grading Schema, click the Create Grading Schema button.



New courses have a “Letter” Grading Schema by default.

Rather than creating a new Grading Schema, it is possible to edit the existing Grading Schema instead.

## Step 4

From the Create Grading Schema page, first fill in the basic information about the schema being created. Give it a name and add a description (optional).

## Step 5

Next, determine the schema mapping. This is how Blackboard decides what letter/text grade to display to a student based on the score earned. Add as many rows as necessary and fill in the blanks with the appropriate percentages and text to display.

**Lowest Grade for the criteria**

**Text to display for the criteria**

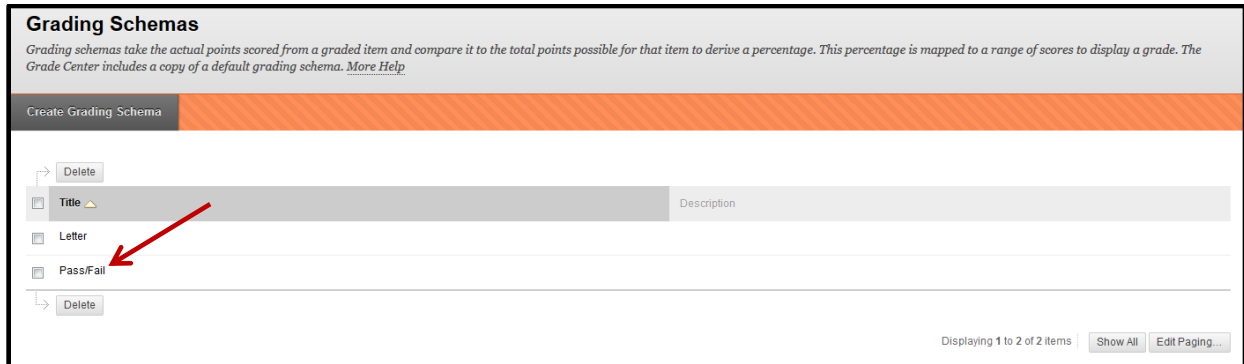
**If text manually entered this will be the % score**

**Insert Rows Button**

## Step 6

After you have set up the schema criteria for this Grading Schema, click the submit button (at the top or bottom of the page) to finish creating the new Grading Schema.

Now from the Grading Schemas page, there should be a new Grading Schema listed.



**Grading Schemas**  
Grading schemas take the actual points scored from a graded item and compare it to the total points possible for that item to derive a percentage. This percentage is mapped to a range of scores to display a grade. The Grade Center includes a copy of a default grading schema. [More Help](#)

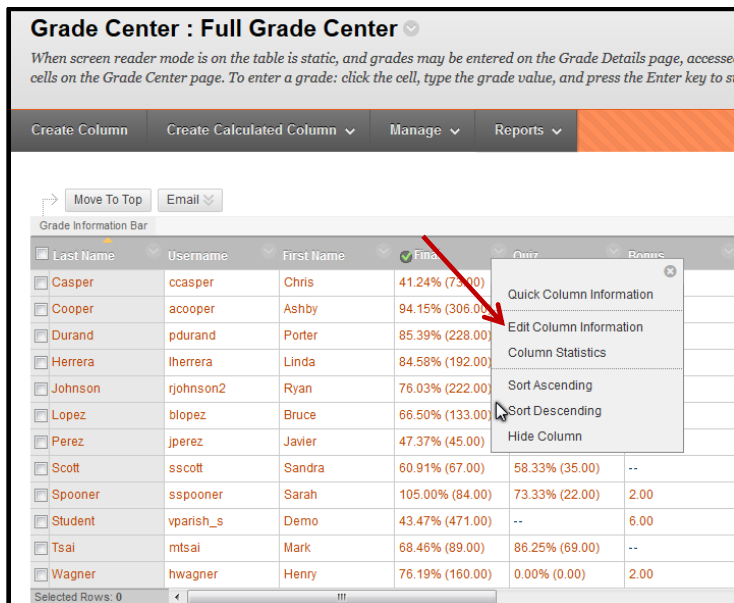
Create Grading Schema

Title	Description
Letter	
Pass/Fail	

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

## Step 7 – Associate Grading Schemas with Columns

Once a new Grading Schema is created, it should be associated with a Grade Center column. To do so, access the contextual menu (down arrow) next to the title of any Grade Center column and choose Edit Column Information from the list.



**Grade Center : Full Grade Center**

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to save.

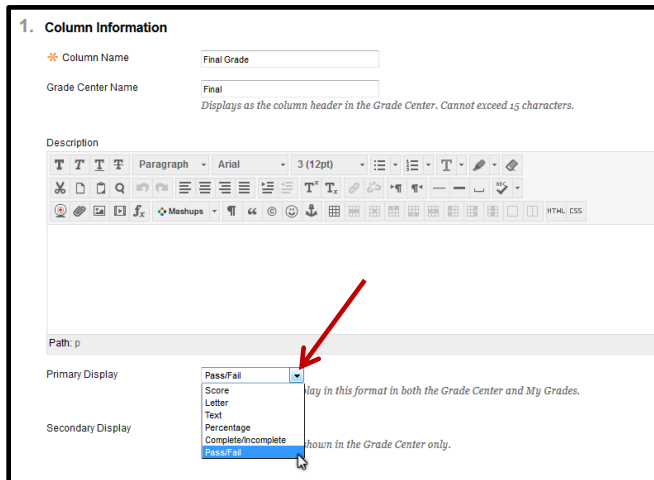
Create Column Create Calculated Column Manage Reports

Last Name	Username	First Name	Final	Quiz	Report
Casper	ccasper	Chris	41.24% (73.00)		
Cooper	acooper	Ashby	94.15% (306.00)		
Durand	pdurand	Porter	85.39% (228.00)		
Herrera	lherrera	Linda	84.58% (192.00)		
Johnson	rjohnson2	Ryan	76.03% (222.00)		
Lopez	blopez	Bruce	66.50% (133.00)		
Perez	jperez	Javier	47.37% (45.00)		
Scott	sscott	Sandra	60.91% (67.00)	58.33% (35.00)	--
Spooner	sspooner	Sarah	105.00% (84.00)	73.33% (22.00)	2.00
Student	vparish_s	Demo	43.47% (471.00)	--	6.00
Tsai	mtsai	Mark	68.46% (89.00)	86.25% (69.00)	--
Wagner	hwagner	Henry	76.19% (160.00)	0.00% (0.00)	2.00

Selected Rows: 0

## Step 8

Change either the Primary or Secondary display to use this new Grading Schema.



The screenshot shows the '1. Column Information' form in Blackboard. The 'Column Name' is 'Final Grade' and the 'Grade Center Name' is 'Final'. The 'Description' field is empty. The 'Path' is 'p'. The 'Primary Display' dropdown menu is open, showing options: 'Pass/Fail', 'Score', 'Letter', 'Text', 'Percentage', 'Complete/incomplete', and 'Pass/Fail'. A red arrow points to the 'Pass/Fail' option. The 'Secondary Display' is currently set to 'Pass/Fail'.



Remember, the Primary Display shows to both students and the instructor. The Secondary Display shows only to the instructor from the Full Grade Center.

After choosing Submit (at the top or bottom of the page), the new schema is now in use in this column of the Full Grade Center.