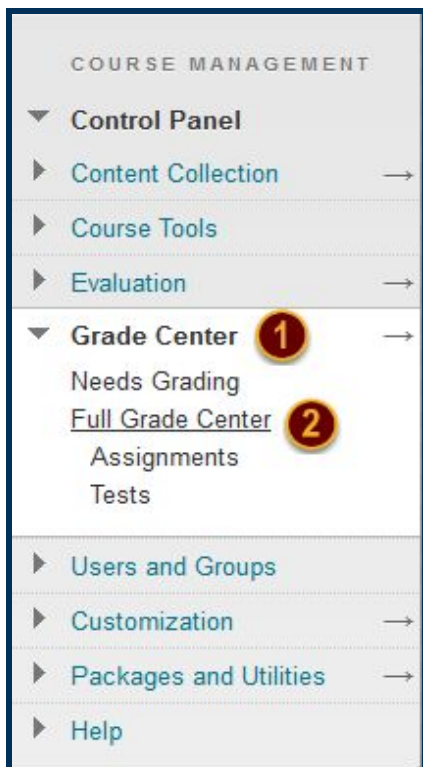# Edit a Grading Schema

## 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

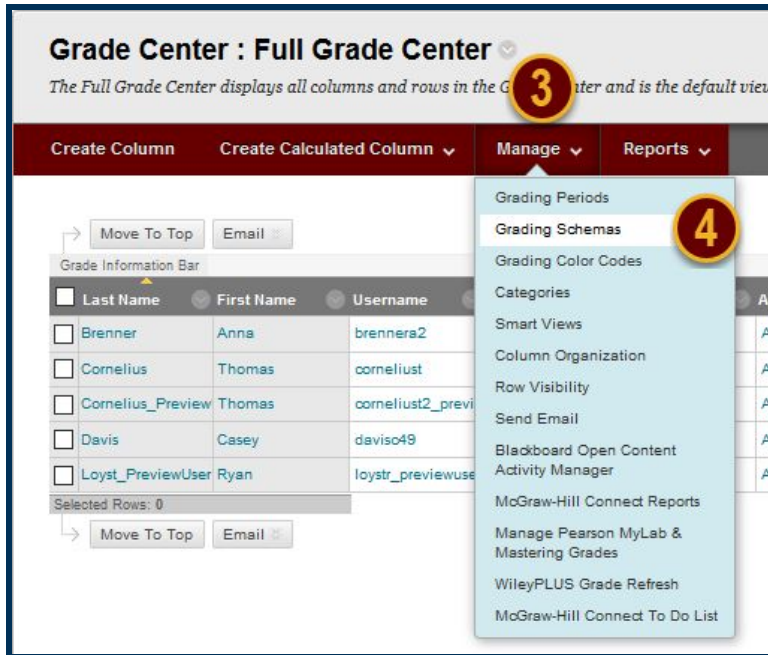Control Panel > Full Grade Center > Manage > Grading Schemas > "Letter" Item Options > Edit

## 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].
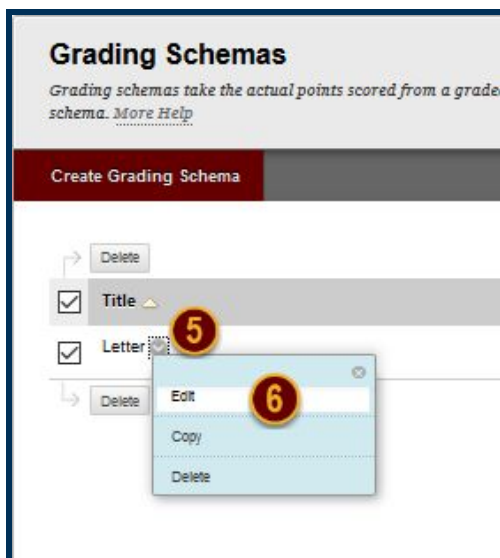
## Step 2

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].

### Edit Grading Schema

*Grading schemas map percent scores to letter grades or some other notation for reporting performance.* More Help

＊ *Indicates a required field.*

**SCHEMA INFORMATION**

＊ Name    10 Point Scale

Description    This is a 10 Point Scale

**SCHEMA MAPPING**

*Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping option, 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 |
|---|---|---|---|---|---|
| 91 % and 100 % | A | A | 100 % | | ← |
| 81 % and Less Than 91% | B | B | 90 % | Delete Row | ← |
| 71 % and Less Than 81% | C | C | 80 % | Delete Row | ← |
| 61 % and Less Than 71% | D | D | 70 % | Delete Row | ← |
| 0 % and Less Than 61% | F | F | 60 % | Delete Row | |

## Step 5

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



## 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.