

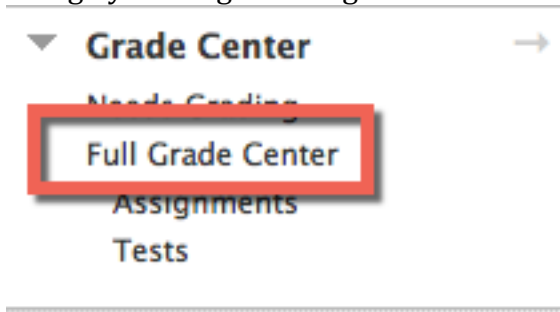
# Creating a custom grading scale in Blackboard

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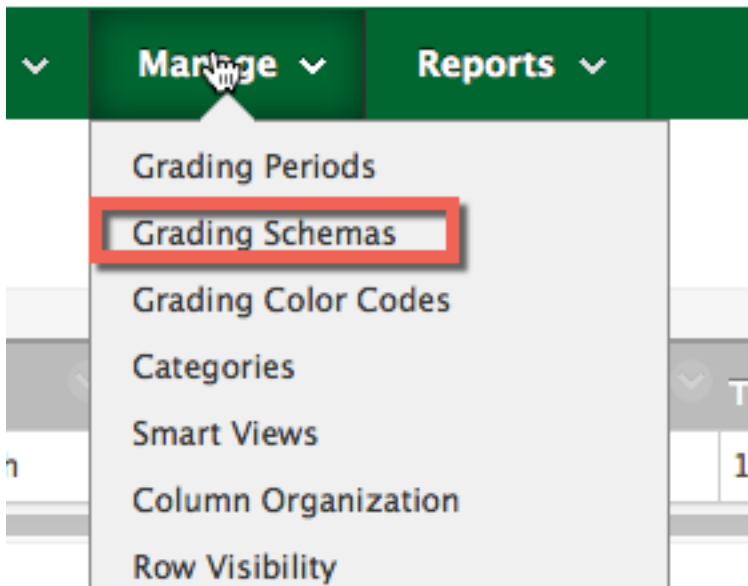
One of the display options for total columns in Blackboard's grade center is a letter grade. This displays the students' total as a letter, based on the traditional 90-100 = A, 80-89 = B, etc. grading scale.

There are certain programs which do not use this grading scale, in which case we need to create what is called a Grading Schema.

Being by visiting the full grade center in Blackboard.



At the top of the grade center, click on the "Manage" button and select "Grading Schemas" from the menu.



Click on the "Create Grading Schema" button to start creating your new schema.

## Create Grading Schema

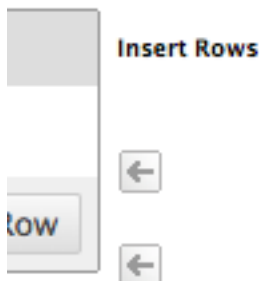
The default custom-grading schema will have two entries, one for an A and one for an F.

### 2. Schema Mapping

*Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided using this display 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	
50 % and 100%	A	A	75 %	Insert Rows ←
0 % and Less Than 50%	F	F	25 %	Delete Row ←

You can adjust the ranges of the grading scale using the columns on the left side. To add additional rows for more letters, click on the arrow buttons on the right side between rows.



Although most instructors do not use it, you are required to fill in the “Will Calculate As” field in the grade schema. This allows you to input a grade as a letter, and it will convert it behind the scenes to a percentage value. It is recommended to simply input a grade that is valid for each letter.

## 1. Schema Information

\* Name

Description

## 2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping procedure using this display 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	
<input type="text" value="93"/> % and <input type="text" value="100"/> %	<input type="text" value="A"/>	A	<input type="text" value="100"/> %	
<input type="text" value="85"/> % and Less Than <input type="text" value="93"/> %	<input type="text" value="B"/>	B	<input type="text" value="92"/> %	Delete Row
<input type="text" value="75"/> % and Less Than <input type="text" value="85"/> %	<input type="text" value="C"/>	C	<input type="text" value="84"/> %	Delete Row
<input type="text" value="71"/> % and Less Than <input type="text" value="75"/> %	<input type="text" value="D"/>	D	<input type="text" value="74"/> %	Delete Row
<input type="text" value="0"/> % and Less Than <input type="text" value="71"/> %	<input type="text" value="F"/>	F	<input type="text" value="25"/> %	Delete Row

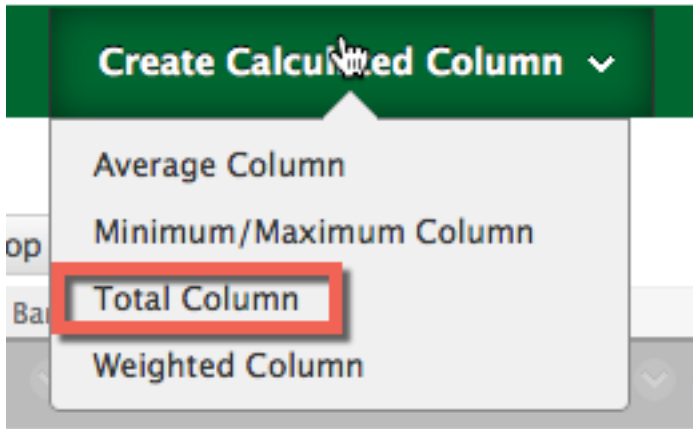
This screenshot is an example of a fully-filled out custom schema. The insert row buttons were used to add rows for each letter grade, the custom ranges were input on the left side, and default values for each letter grade were input on the right.

Give your custom schema a name and click on the “Submit” button when you are done. It will appear in your list of grade schemas from which you can make any further changes.

## Create Grading Schema

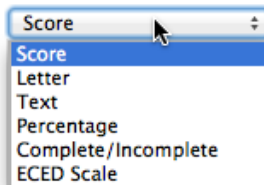
The screenshot shows a list of grading schemas. The first schema is titled "ECED Scale" with the description "Letter grade scale for the early childhood program." A context menu is open over this schema, showing "Edit" and "Copy" options. There are "Delete" buttons at the top and bottom of the list.

The next step is to create a total column that uses this new grading schema. Return to the full grade center, and choose to create a new “Total” column.



You will name and configure this column as usual. Under "Primary Display" you will select the name you gave your new grade schema.

Primary Display



*in this format in both the Grade Center and My Grades.*

Secondary Display

*in the Grade Center only.*

This new column will display the student's current letter grade based on the new grading schema. The screenshot below demonstrates an example of this vs a total using the traditional letter grade.

Percentage	ECED Letter
71.43%	D