



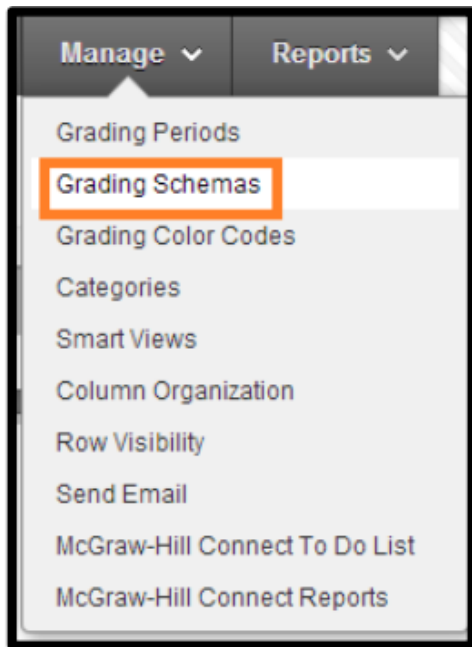
Forward thinking. World ready.

Creating and Applying Grading Schemas

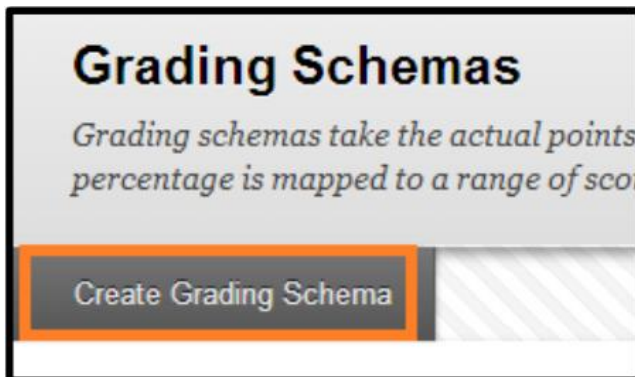
A Grading Schema matches scores to specific grade displays. For example, in a Grading Schema where a percentage of 87.5 to 89.5 equals a B+, an 88 percent results in a B+. If the Letter option is chosen in the grade display, the Student will be able to view their letter grade.

Grading Schemas may be edited or added to an ongoing Course and grades will be edited to reflect the changes. Instructors may also create additional Grading Schemas in their Course as needed.

1. To create or edit a Grading Schema, go to the **Grade Center** page, click the **Manage** button and select **Grading Schemas**.



2. To create a new grading schema, select the **Create Grading Schema** button at the top.



3. Enter a **Name** for the schema; the **Description** is optional.



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

Forward thinking. World ready.

4. Determine the total number of grades you will put in your grading schema (typically 12) and create additional rows as necessary (make sure there is one row for each grade) underneath **Schema Mapping**.

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 below. To enter grades in the Grade Center manually 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	
94 % and 100%	A	A	97 %	
90 % and Less Than 94%	A-	A-	92 %	Delete Row

Note: By default, any new grading schema will have two ranges of percentiles ranging from 50% to 100% and from 0% to less than 50%. For example, a pass/fail schema might be set up like this:

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
50 % and 100%	Pass	Pass	100 %	
0 % and Less Than 50%	Fail	Fail	0 %	Delete Row

5. Enter percent ranges for each grade in the left column and the percentage for which each grade will calculate as in the right column.

Note: The percentage range given for each grade value must begin with the lesser value listed first. The values must also overlap.

For example:

A = 90 – 100%, B = 80 – 90%, C = 70– 80% ... Ranges must be set up in this way to avoid gaps that could occur when a score falls in between two numbers in the range.

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 below. To enter grades in the Grade Center manually 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	
94 % and 100%	A	A	97 %	
90 % and Less Than 94%	A-	A-	92 %	Delete Row
87 % and Less Than 90%	B+	B+	88.5 %	Delete Row
84 % and Less Than 87%	B	B	85.5 %	Delete Row
80 % and Less Than 84%	B-	B-	82 %	Delete Row
77 % and Less Than 80%	C+	C+	78.5 %	Delete Row
74 % and Less Than 77%	C	C	75.5 %	Delete Row
70 % and Less Than 74%	C-	C-	72 %	Delete Row
67 % and Less Than 70%	D+	D+	68.5 %	Delete Row
64 % and Less Than 67%	D	D	65.5 %	Delete Row
0 % and Less Than 64%	F	F	55 %	Delete Row



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

Forward thinking. World ready.

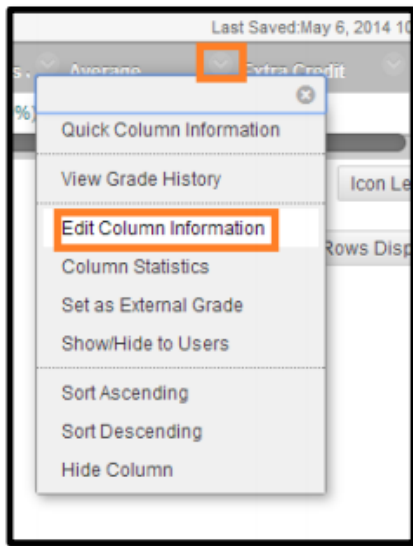
6. Click **Submit** on the bottom of the page to save the changes.

3. **Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

7. To apply the new Grading Schema to the **Gradebook**, click the double-down arrow next to the column you would like to apply the new Grading Schema to and select **Edit Column Information**.



8. Under the **Primary Display** or **Secondary Display**, use the drop down arrow to select the Grading Schema you would like to use. In this case it is called "Sample Schema".

Primary Display: Text

Grades must be entered using the selected

Secondary Display: Percentage

- None
- Score
- Percentage
- Letter
- Complete/Incomplete
- Sample Schema**

Category

Points Possible

9. Click the **Submit** button at the bottom of the page and you will be able to view the new Grading Schema in the Gradebook.

Total
10 (A)
10 (A)
10 (A)
10 (A)
10 (A)