

# How to setup and use the Letter Grade schema in BlackBoard.

Students usually think in terms of *Letter grades* (A, B, C, D, & F) so when we present students with their course grades in terms of cumulative points they *freak out* a little.

This tutorial will walk you through how to let Bb convert your cumulative number scores into easy to read letter grades for the students.

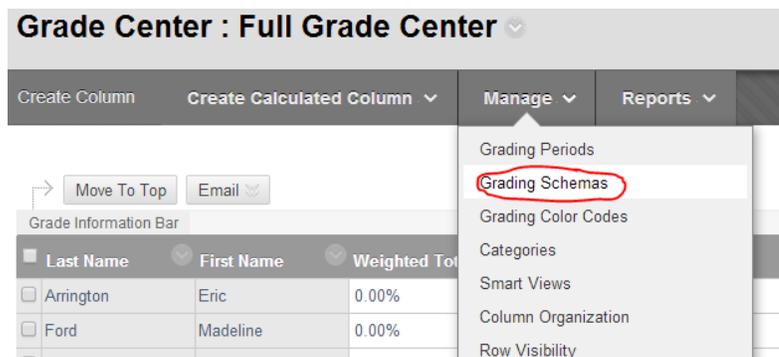
## Grading Schemas

Bb has a little known feature called Grading Schemas. This is where the instructor can create custom conversions from numbers to letter grades.

To access the Grading Schemas,

Go to Control Panel, Grade Center, Full Grade Center.

On the Full Grade Center, choose Manage and then Grading Schemas



The course templates have a default grading schema in place named "*Letter*". You can edit that default or create your own and use the default to refer back.

## Creating a Schema

The default schema (Letter) uses a traditional plus & minus 10 point scale. 97%-100% is an A+, 94%-96.99% is an A, etc.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
97 % and 100%	A+	A+	98.5 %	
94 % and Less Than 97%	A	A	95 %	Delete Row
90 % and Less Than 94%	A-	A-	91.5 %	Delete Row
87 % and Less Than 90%	B+	B+	88.5 %	Delete Row
84 % and Less Than 87%	B	B	85 %	Delete Row
80 % and Less Than 84%	B-	B-	81.5 %	Delete Row
77 % and Less Than 80%	C+	C+	78.5 %	Delete Row
74 % and Less Than 77%	C	C	75 %	Delete Row
70 % and Less Than 74%	C-	C-	71.5 %	Delete Row
67 % and Less Than 70%	D+	D+	68.5 %	Delete Row
64 % and Less Than 67%	D	D	65 %	Delete Row
60 % and Less Than 64%	D-	D-	61.5 %	Delete Row
0 % and Less Than 60%	F	F	55 %	Delete Row

In order for the schema to function correct, you must define it as percentages. Therefore, if you have 920 possible points in your course a student who achieves 828 points would have 90% of the points and would be awarded a letter grade of "A". This is based on the standard 10 point scale\*. \*Nursing is the only program with approval to utilize a nonstandard scale.

A simple schema would look like this one:

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
90 % and 100%	A	A	100 %	
80 % and Less Than 90%	B	B	80 %	Delete Row
70 % and Less Than 80%	C	C	70 %	Delete Row
60 % and Less Than 70%	D	D	60 %	Delete Row
0 % and Less Than 60%	F	F	59 %	Delete Row

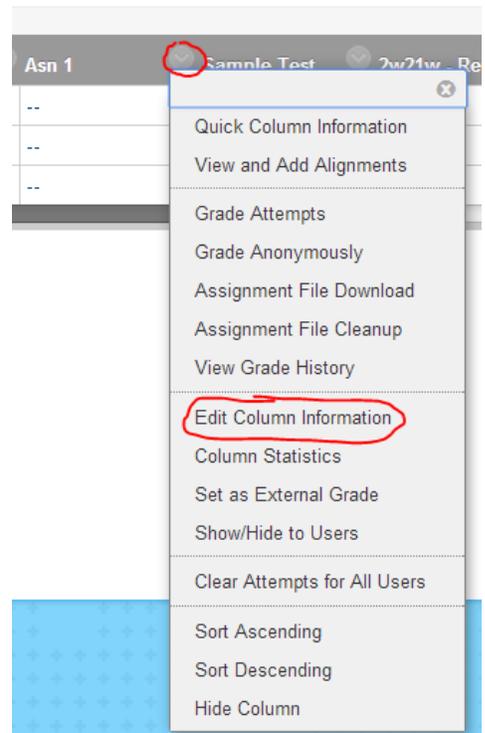
The right side of the schema is where you specify how the grade will be averaged with the other grades in the grade center. If you use the schema and just enter the score as a letter grade Bb will remember the **Will Calculate as** numeric score when doing the calculations.

## Utilizing the Grading Schema

Once you have the grading schema setup you must apply it in the grade center. This must be done on each grade column where you wish to display the letter grade instead of the score.

To turn on the grading schema:

- Go to the Full Grade Center
- Choose the column to apply the schema
- Click the dropdown beside the column header
- Choose *Edit Column Information*



In the Column Information, you should set the **Primary Display** to your desired Grading Schema. Then the Secondary Display can be set to percentage or score.

Primary Display	This course Schema
Secondary Display	Score
Score attempts using	Last Graded Attempt
Category	Lab
* Points Possible	100
Associated Rubrics	Add Rubric

The primary display will be what the students see and the secondary display is only shown to the instructor.

▼ Visible to Student: Yes

Asn 1	S
A (92.00)	
B (85.00)	-
C (75.00)	-