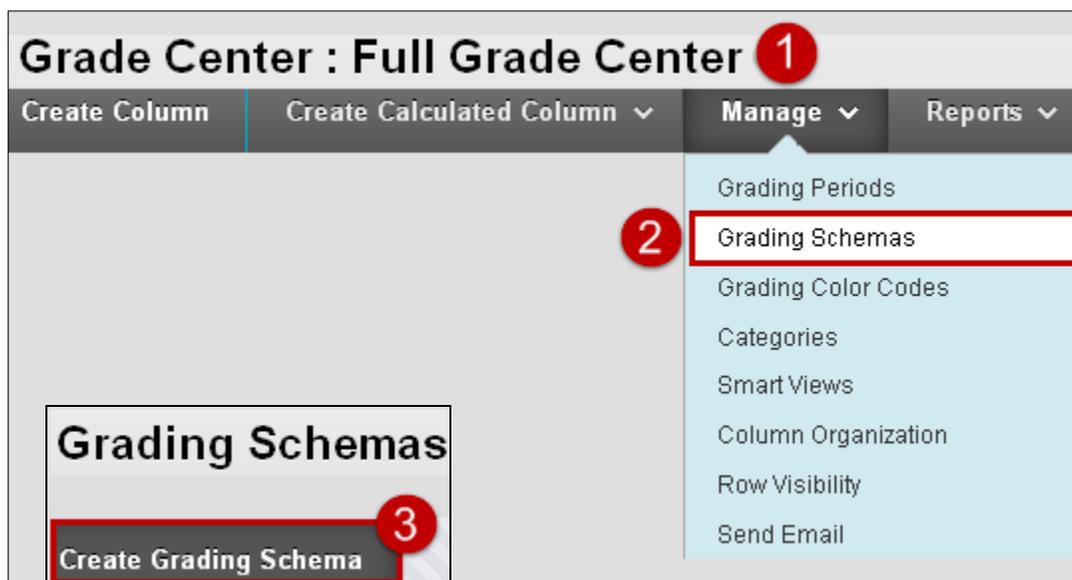# How to Create Grading Schemas in the Grade Center

Each new course has a default Letter grading schema. You can create additional grading schemas to reflect the multiple ways you want to grade throughout your course. You can create as many schemas as needed. Any schemas you create in your course can only be used in the course you create them in.

Example:

For group projects, you can create a grading schema that differs from the grading schema for assignments submitted by individuals. You can use lower percentages for the same letter grade as other assignments.

Use the following steps to create a customized grading schema in your course.

1. In the Grade Center, hover over *Manage* to access the drop-down list.

2. Select Grading Schemas.

3. On the Grading Schemas page, click Create Grading Schema on the Action Bar.



4. On the Create Grading Schema page, type a Name. The name appears on the Grading Schemas page and in the drop-down lists for Primary Display and Secondary Display when creating or editing columns in the Grade Center.

5. Optionally, provide a Description. The description appears on the Grading Schema page and can assist with identifying the schema.

6. In the Schema Mapping section, two default rows appear with ranges of percentages. You can edit the two ranges to customize a Pass/Fail schema or a Percentage Range schema (see below).

Example: Pass/Fail

| Grades Scored Between | Will Equal | Grades Manually Entered as | Will Calculate as |
|---|---|---|---|
| 50% and 100% | Pass | Pass | 75% |
| 0% and less than 50% | Fail | Fail | 25% |

**To create other types of grading schemas**:



a) Click Insert New Row Here—represented by a left-pointing arrow—to insert more rows for additional values. For example, if you are using A, B, C, D, and F for your grades, you need five rows in the table.

b) Click Delete Row to remove a row from the table. At least one row must remain.

c) In the Grades Scored Between boxes, type percentage ranges for the grade values. The percentage range for each grade value must be unique and begin with the lesser value listed first. Also, the values must overlap to avoid gaps that occur when a score falls between two numbers in a range. The range of 80 – 90% includes all grades up to, but not including 90%. The top range does include 100%.

Note:  You cannot use the dash symbol as an entry. The dash represents a null value.
Example:
A = 90 – 100%          D = 60 – 70%
B = 80 – 90%           F = 0 – 60%
C = 70 – 80%

d) In the Will Equal boxes, type the grade values, such as:

- A, B, C, D, and F
- 1, 2, 3, 4, and 5
- Pass and Fail
- Satisfactory and Unsatisfactory
- Excellent, Very Good, Good, Fair, and Poor
  Note:  Duplicate grade values are not allowed.

e) In the Will Calculate as boxes, type the percentage values to use if you provide a grade manually. The percentages must fall between the corresponding range of percentages in the first column. For example, grades you score manually as A (90 – 100%) will be calculated as 95%. For an item with 100 points possible, if you change the grading schema from letter grades to numeric scores, 95 is displayed as the grade in the cell instead of A.

7. Click Submit.

You can associate the new grading schema with an individual column or multiple columns in the Grade Center. To learn more, see How to Associate Grading Schemas in the Grade Center.