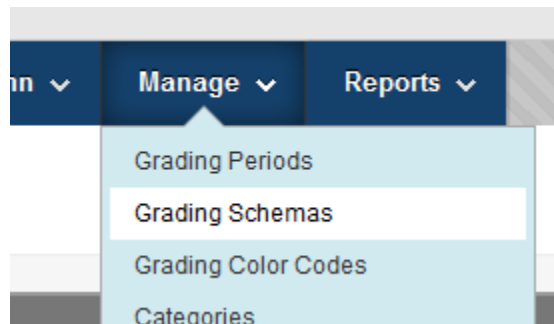


Creating a Grading Schema

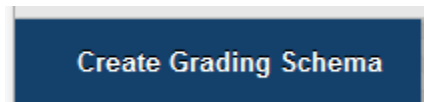
If you do not want to use the Default SCCC grading schema and would prefer to use your own version, follow these instructions to create your own Grading Schema in Blackboard.




1. Go into one of your **Courses**
2. Scroll down to the **Course Management** area on your **Course Menu**
3. Click on **Grade Center** and then click on **Full Grade Center**
4. Hover over **Manage** and select **Grading Schemas**



5. Click on the **Create Grading Schema** button



6. Type in a **Name** for your Grading Schema in the field
7. Optionally type in a **Description** for your Grading Schema
8. In the Schema Mapping area, designate the percent grades that a student's score must fall between to receive the specific grade.
9. To add a row grade, click on the Left Arrow 
10. If you need to remove one, click on Delete Row
11. Here is an example of the Default SCCC Letter Grade schema

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
90 % and 100 %	A	A	95 %	
85 % and Less Than 90%	B+	B+	88 %	Delete Row
80 % and Less Than 85%	B	B	83 %	Delete Row
75 % and Less Than 80%	C+	C+	78 %	Delete Row
70 % and Less Than 75%	C	C	73 %	Delete Row
65 % and Less Than 70%	D+	D+	68 %	Delete Row
60 % and Less Than 65%	D	D	63 %	Delete Row
0 % and Less Than 60%	F	F	59 %	Delete Row

12. Click on Submit to save your changes. Be sure to remember to select your schema for tests, assignments and other graded items for 'Display Grade as' to use it as a grading schema.