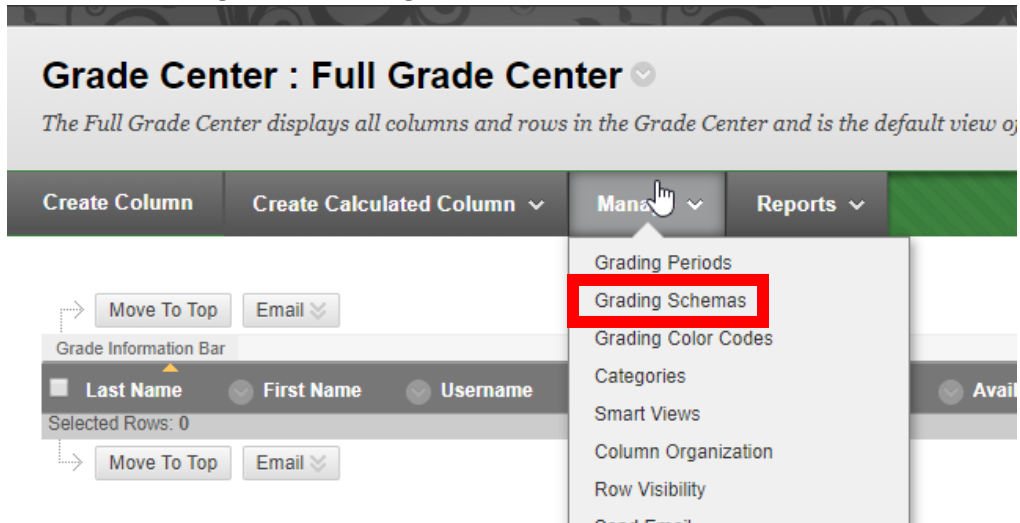


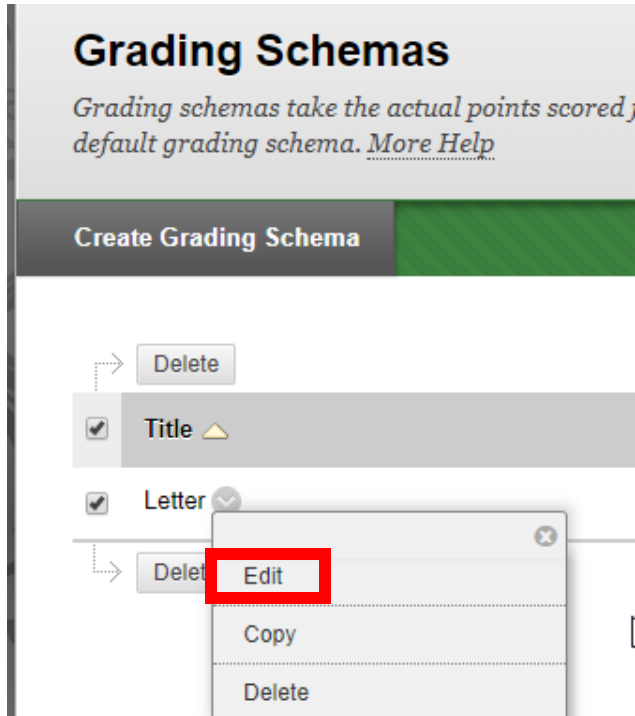


Changing Grading Schemas

1. Go to Grade Center
2. Hover over **Manage**, Click **Grading Schemas**



3. You should see a Letter grade scheme, you'll want to click the arrow next to **Letter**, then click **Edit**.





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4. Next you'll see a list of grade letter schemes and their corresponding percent values:

Edit Grading Schema

Grading schemas map percent scores to letter grades or some other notation for reporting performance. [More Help](#)

* Indicates a required field.

SCHEMA INFORMATION

* Name:

Description:

SCHEMA MAPPING

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping percentage of points possible must be provided.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
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 ←

5. Next you'll want to remove any rows you don't need by clicking **Delete Row**. For the standard grades you'll need the first default row and 4 more rows.

97 % and 100 %	A+	A+	98.5 %	
94 % and Less Than 97%	A	A	95 %	Delete Row

6. You can insert rows by clicking the arrow beside the middle of the 2 rows

97 % and 100 %	A+	A+	98.5 %	←
94 % and Less Than 97%	A	A	95 %	Delete Row ←



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7. Finally once you have 5 rows setup change the grading scheme to match the one required. For the default non-Nursing scheme see the screenshot below.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
80 % and 100 %	A	A	90 %	
70 % and Less Than 80%	B	B	75 %	Delete Row
60 % and Less Than 70%	C	C	65 %	Delete Row
50 % and Less Than 60%	D	D	55 %	Delete Row
0 % and Less Than 50%	F	F	25 %	Delete Row

Insert Rows

8. Once your schema is complete click **Submit** in the bottom right.