Using “Letter” as your Primary Display Type allows you to type numeric scores into the column and Blackboard will display what you typed as a letter grade based on a grading schema.

**Typing a Score to Display as Letter Grade (Recommend Method for “Letter” Columns)**

- **Entry by Typing a Numeric Score**
  This example shows the instructor typing in a perfect score of 25. Once they press Enter, an A+ will appear. The grading schema that controls this particular column is partially shown below. In this case, 25 out of 25 points possible is 100% and therefore an A+.

- **You can customize Blackboards default grading schema (“Letter”) or you can make additional grading schemes for your various columns.**

- **Display Grade and Score**
  You can display both the grade and the score (or percentage) in the Grade Center by setting the Primary Display to “Letter” and the Secondary Display to “Score”. Note that students will only be able to see the Primary Display (i.e. the letter grades).
Typing a Grade to Display as Letter Grade (Not Recommended when using Total Columns)
Alternately, you can also type in a letter grade rather than a score. Blackboard will compute a score for the grade you typed based on the right side of the grading schema. Note that this can be problematic if you are using the score in a calculated column because each grade has one specific score associated with it and may not precisely match the actual score earned by the student. The illustration at the bottom of the page shows an example of this issue.

Entry by Typing a Letter Grade
If you type in letter grades, Blackboard will use the percentage shown on the right side of the grading schema to determine the score. In this example, typing an “A+” assigns a percentage of 98.5%.

Potential Issue with Typing Letter Grades Rather than Numeric Scores in a “Letter” Column
The image above shows a “Letter” column with a Primary Display set to “Letter” and a Secondary Display set to “Score”. If you type letter grades instead of numeric scores into a “Letter” column, Blackboard will compute the score using the use the right side of the grading schema to determine what the score would be based on the percentage associated with the grade you typed. In this example, typing “A+” is associated with 98.5% and 98.5% of 25 points possible results in a score of 24.625 (0.985 * 25 = 24.625).

If you are using a Letter column in a calculated column, Blackboard uses the score to get the total. By typing in letter grades instead of scores, you may be cheating a student out of points. For example, this student actually got 25/25 but because you typed “A+” rather than 25, the grading schema computes it as 24.625.
Creating a Grading Schema

This section covers how to create a grading schema. If your assignments are all graded on the same curve then you only need to create a single grading schema but if you use different curves for different assignments, you will need to create multiple schemas. Note that you can also use and customize Blackboard’s built-in “Letter” grading schema.

1. Access the course you wish to affect.
2. Access the Full Grade Center.
   (Click “Control Panel” – “Grade Center” – “Full Grade Center”.)
3. Click “Manage” then “Grading Schemas”.

4. Click “Create Grading Schema”.  
   (Use this to create a new grading schema.)

   You can also edit the default “Letter” grading schema or one you have created by clicking its drop down arrow then “Edit”.

5. Type a “Name” for the grading schema.  
   (Description is optional.)

   Unless you are giving just A’s and F’s, the first thing you will need to do is insert some rows.

6. Click the “Insert Rows” button a few times.  
   (New rows are inserted above the current row.)
7. **Inputting the Percentages when Typing in Numeric Scores (Left Side)**

Your next step is to input your percentage breakpoints and grades in the left hand side (instructions for the right hand side shown on the next page.) In this example, I am using the grading scale shown. Note that the lower values in the groups are greater than or equal to and the upper values are less than (except for 100 which is inclusive.) For example, to get a B+ you must have a score greater than or equal to 88 and less than 90.

<table>
<thead>
<tr>
<th>Grades Scored Between</th>
<th>Will Equal</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 % and 100%</td>
<td>A</td>
</tr>
<tr>
<td>90 % and Less Than 92%</td>
<td>A-</td>
</tr>
<tr>
<td>88 % and Less Than 90%</td>
<td>B+</td>
</tr>
<tr>
<td>82 % and Less Than 88%</td>
<td>B</td>
</tr>
<tr>
<td>80 % and Less Than 82%</td>
<td>B-</td>
</tr>
<tr>
<td>78 % and Less Than 80%</td>
<td>C+</td>
</tr>
<tr>
<td>72 % and Less Than 78%</td>
<td>C</td>
</tr>
<tr>
<td>70 % and Less Than 72%</td>
<td>C-</td>
</tr>
<tr>
<td>68 % and Less Than 70%</td>
<td>D+</td>
</tr>
<tr>
<td>62 % and Less Than 68%</td>
<td>D</td>
</tr>
<tr>
<td>60 % and Less Than 62%</td>
<td>D-</td>
</tr>
<tr>
<td>0 % and Less Than 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

The values in this column will automatically update to display the low value in the row immediately above. Except for the top 100% row, this side is less than.

This side is explained on the next page.
8. **Inputting the Percentages to Utilize if Instructor Types in Letter Grades (Right Side)**

As mentioned previously, instructors can type letter grades rather than scores into a letter column and Blackboard will assign a score. It is on the right hand side that you specify what specific percent is associated with a specific grade. **You must fill out the right hand side even if you won't be typing letter grades.** Further, the percent you type on the right side must fall within the percent range you specified on the left side. It must be equal to or greater than the lower range and less than the upper range.

It calculates the score by taking the percent associated to a letter grade and multiplying it by the points possible. Using the image below, if a project was worth 25 points possible and the instructor typed in a “B+”, the student’s score would be 22.25 (i.e. \(89\% \times 25 = 0.89 \times 25 = 22.25\)).

<table>
<thead>
<tr>
<th>Grades Scored Between</th>
<th>Will Equal</th>
<th>Grades Manually Entered as</th>
<th>Will Calculate as</th>
</tr>
</thead>
<tbody>
<tr>
<td>92 % and 100%</td>
<td>A</td>
<td>A</td>
<td>90 %</td>
</tr>
<tr>
<td>90 % and Less Than 92%</td>
<td>A-</td>
<td>A-</td>
<td>91 %</td>
</tr>
<tr>
<td>88 % and Less Than 90%</td>
<td>B+</td>
<td>B+</td>
<td>89 %</td>
</tr>
<tr>
<td>82 % and Less Than 88%</td>
<td>B</td>
<td>B</td>
<td>85 %</td>
</tr>
<tr>
<td>80 % and Less Than 82%</td>
<td>B-</td>
<td>B-</td>
<td>81 %</td>
</tr>
<tr>
<td>78 % and Less Than 80%</td>
<td>C+</td>
<td>C+</td>
<td>79 %</td>
</tr>
<tr>
<td>72 % and Less Than 78%</td>
<td>C</td>
<td>C</td>
<td>75 %</td>
</tr>
<tr>
<td>70 % and Less Than 72%</td>
<td>C-</td>
<td>C-</td>
<td>71 %</td>
</tr>
<tr>
<td>68 % and Less Than 70%</td>
<td>D+</td>
<td>D+</td>
<td>69 %</td>
</tr>
<tr>
<td>62 % and Less Than 68%</td>
<td>D</td>
<td>D</td>
<td>65 %</td>
</tr>
<tr>
<td>60 % and Less Than 62%</td>
<td>D-</td>
<td>D-</td>
<td>61 %</td>
</tr>
<tr>
<td>0 % and Less Than 60%</td>
<td>F</td>
<td>F</td>
<td>0 %</td>
</tr>
</tbody>
</table>

**Must be \(\geq\) Lower Value and < Upper Value**

The percentages you specify in this area must be within the percent range you specified on the left side for the same row. Further, it must be greater than or equal to the lower range and less than the higher range. (The first row however can be 100.) For example, for the second row you could type: 90 and 91 but not 92.

a. Type the percent you wish to associate with the letter grade you might be typing into the column.

9. Once you have filled out the table, click **“Submit”** then **“OK”**.
Creating a Data Column that Uses “Letter” Grades (i.e. Grading Schema)

Now that you have created a grading schema, you can create a column that allows you to type in numeric scores and will automatically display a letter grade.

1. Access the course you wish to affect.
2. Access the Full Grade Center. (Click “Control Panel” – “Grade Center” – “Full Grade Center”.)
3. Click “Create Column.”

4. Type a Name for the column.
5. Set Primary Display to the grading scheme you wish to use. (“Project Curve” in this example.)

Secondary Display (Optional)
Select “Score” if you would also like to see the numeric score.

(Optional)
If you are grouping your columns using Categories, select the category you wish to group by.

6. Specify the “Points Possible”.

((Optional)
Grading Periods and Due Dates are both optional.

(Optional)
Set any other desired options.

7. Click “Submit.”
Editing Column Settings / Inputting the Scores

1. Access the course you wish to affect.
2. Access the Full Grade Center.
   (Click “Control Panel” – “Grade Center” – “Full Grade Center”.)
3. Click “Manage” then “Grading Schemas”.

Enter Grades
Type a numeric score and press Enter. Blackboard should display a letter grade based on the grading scheme you selected.

4. Click the schema’s options button.
5. Click “Edit” to edit the scheme.

Edit Column Settings
To return to the screen shown on the page above, click this button.

Editing a Grading Schema

1. Access the course you wish to affect.
2. Access the Full Grade Center.
   (Click “Control Panel” – “Grade Center” – “Full Grade Center”.)
3. Click “Manage” then “Grading Schemas”.

Create Grading Schema

4. Click the schema’s options button.
5. Click “Edit” to edit the scheme.