Checking and editing the Grading Schema in Learn

To ensure your grade calculations are correct, you will want to check and possibly make edits to the grading schema in your Blackboard Learn course to ensure it matches what you have posted in your syllabus for the course. This can be done in a few simple steps:

1. Go to Full Grade Center
2. Click Manage
3. In the Manage drop down list, select Grading Schema
4. Once you are in the schema, you will see the default “Letter”, click the gray arrow beside it and choose “edit”

You will see the schema table, here you can edit, insert or delete rows
To edit, click in the box with the number and enter your desired percentage
To Delete, simply click “delete row”
To insert a row, click “insert rows” and enter your desired percentage(s)

Once you are satisfied with the table, click Submit in the lower right corner of the screen. This schema will now be the default for your course.

Please note: If you use course copy from semester to semester, this will copy along with your other information, so you will NOT have to repeat these steps, unless you change your grading policy/schema for your course(s).