Using Letter Grades  All grades in Blackboard/Courses 9.1 must have a numeric point value associated with the item, but the instructor can enter grades as letters and students can view their grades as letters. To accomplish this, the instructor must first decide what point value a letter will represent (a grading schema) and then change the graded item view from score to letter.

Grading Schema

1. From your courses Control Panel select the Grade Center and then select Full Grade Center.
2. In the Full Grade Center choose the Manage button and then select Grading Schemas. (fig. 1 - A)
3. Choose to edit an existing schema or create a new one
   a. Editing an existing schema
      i. Click on the chevron next to the schema name (fig. 2 - A)
      ii. Choose Edit (fig. 2 - B)
   b. Creating a new schema
      a. Click on Create Grading Schema button (fig. 3 - A)
      b. Give the schema a name (fig. 4 - A)
3. Manipulate the schema (Example: Editing Letter schema)
   a. Here you can delete/edit a row
      i. The rows consist of letter grades constraints and their default percentages.
         1. For instance a student can get an A if their score is between 90% to 100% , therefore if you input a number between 90 and 100 the student will automatically get an A (fig. 4 - B)
         2. A letter grade can also be associated to an exact percentage, for instance if it is defined that an A is equivalent to a 95%, then if an A is entered the student will automatically receive a 95% (fig. 4 - C)
      ii. If a row needs to be added click on the arrow to the right of the row (fig. 4 - D)
      iii. If a row needs to be deleted click on the Delete Row button (fig. 4 - E)
      iv. After the necessary changes have been made click on Submit
Changing from Score to Letter grades

Find the Item that you want to change to a Letter Grade. Next to the item name in the column header, click the Chevron (fig. 6 - A) and then select Edit Column Information (fig. 6 - B).

Change the Primary Display to Letter or any other schema you might have created. (fig. 6)