

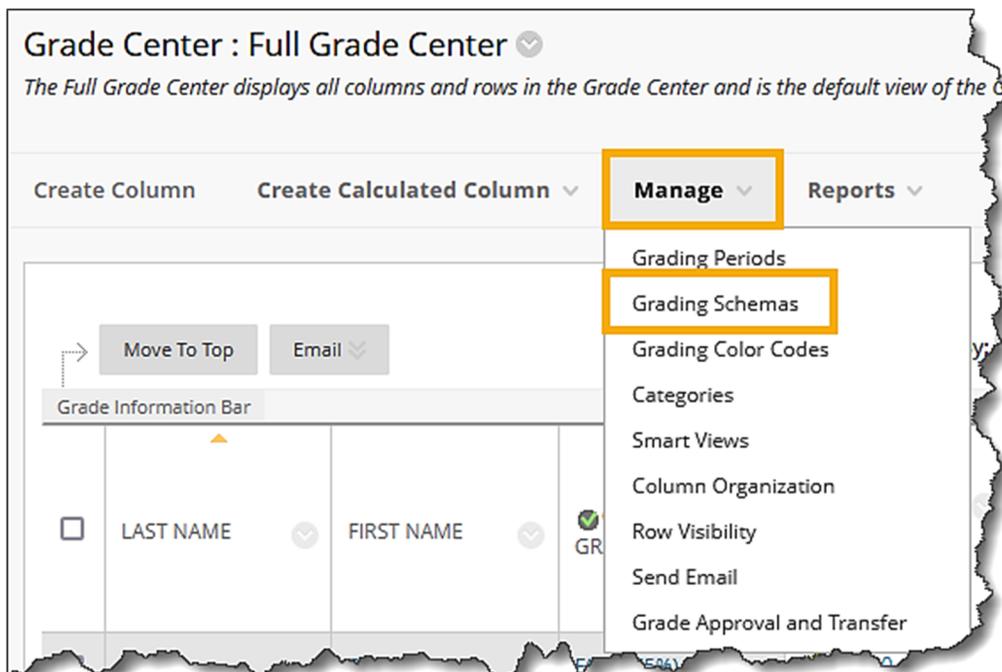
## Faculty Tutorial:

### Grade Center: Edit the Grading Schema and Create a New Grading Schema

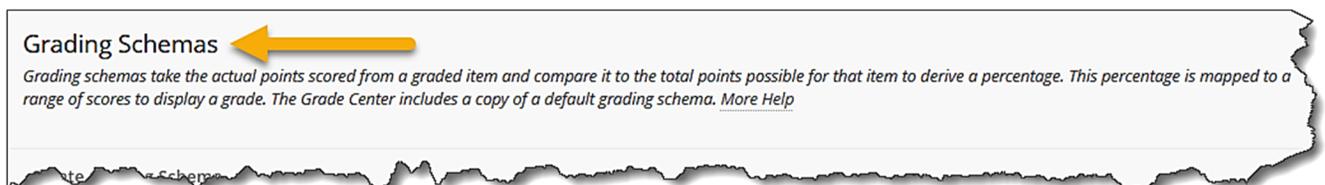
**Purpose:** To show faculty how to edit the default “Grading Schema,” (or grading scale) and how to create a *new* “Grading Schema” for the MyHills Grade Center.

#### Edit the Existing Grading Schema

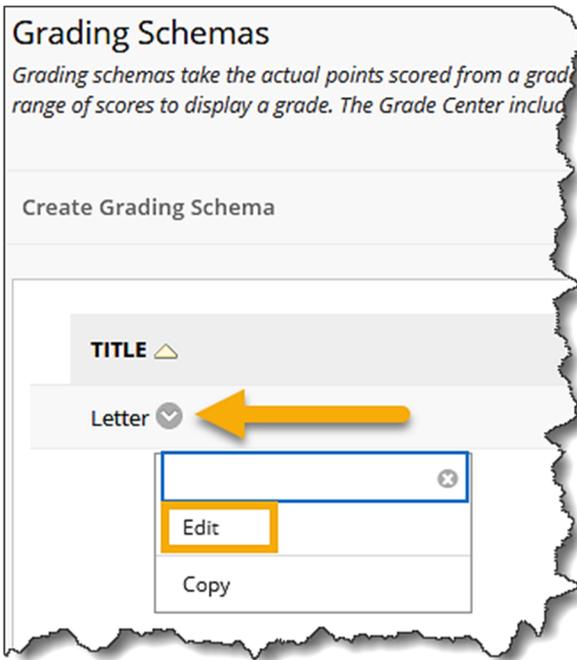
From within the “Full Grade Center,” hover your cursor over “**Manage.**” In the sub-menu that opens, click “**Grading Schemas.**”



The “Grading Schemas” page will open.



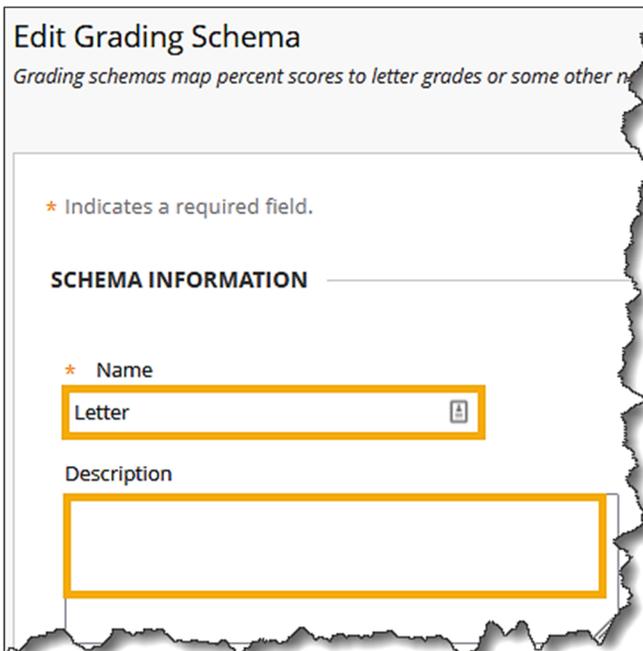
On the “Grading Schemas” page, hover your cursor over the “Letter” grading schema, which will highlight it. Then, click the drop-down arrow that appears. In the sub-menu that opens, click “Edit.”



The “Edit Grading Schema” page will open.

Under “Schema Information,” enter a “Name,” and a “Description” for the grading schema, in the boxes provided. The name “Letter” will appear in the name box by default.

**Note: “Name” is a required field. The “Description” is optional.**



Next, under “Schema Mapping,” the default “Letter” grading schema will appear. If you use a grading schema other than what is shown, and you would like to use letter grades in your course, you will need to enter the correct information, in the appropriate boxes.

**Note: Check with your academic division, if you have questions about grading scale policy.**

Change the percentages that appear in the first column of boxes to the percentages for the grading schema you use. **Note: The “Less Than” percentage will change automatically.**

Next, type the appropriate values in the “Will Equal” boxes. In the example below, we are changing the grading schema to reflect a Pass/Fail course.

You can delete unwanted rows by clicking “Delete Row,” located to the right of the row you would like to delete. Select any of the arrows under “Insert Rows” to add additional rows to the “Grading Schema.” The rows will be inserted where the selected arrows are pointing.

**SCHEMA MAPPING**

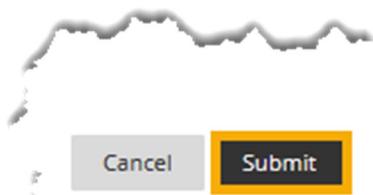
*Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol into a percentage of points possible must be provided.*

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
90 % and 100 %	A	A	95 %	←
80 % and Less Than 90%	B	B	85 %	Delete Row ←
70 % and Less Than 80%	C	C	75 %	Delete Row ←
60 % and Less Than 70%	D	D	65 %	Delete Row ←
0 % and Less Than 60%	F	F	0 %	Delete Row ←

Enter appropriate values in the “Will Calculate as” boxes.

**Note: If you manually enter Grade Center values as they are listed in the “Grades Manually Entered as” column, the Grade Center will assign numerical values equal to the percentages listed in the “Will Calculate as” box for those items. This is not recommended, especially for letter grades (A, B, C, etc.). For example, there is a significant difference in quality between work that earns a 100% and work that earns a 90%. Entering simply an “A” for both into MyHills would assign a 95% to both assignments.**

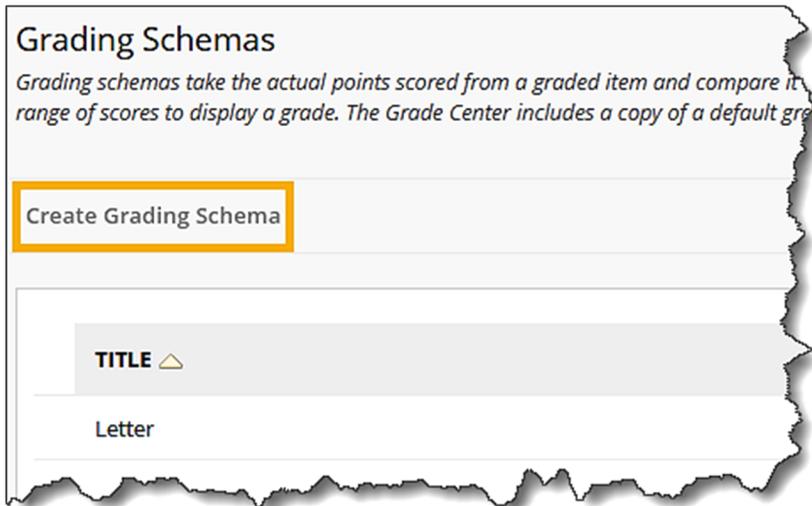
Once you have completed your schema, click “Submit.”



## Create a New Grading Schema

On the “Grading Schemas” page, select “Create Grading Schema.”

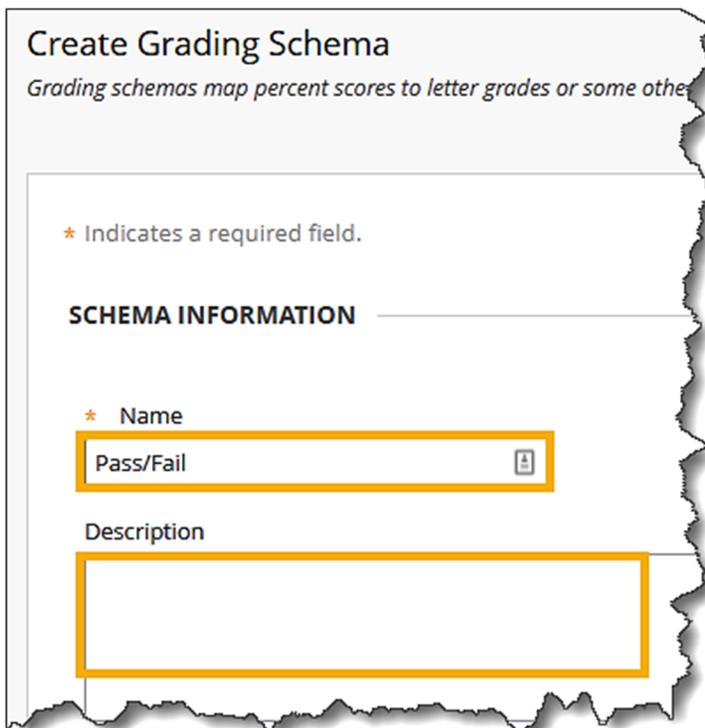
The “Create Grading Schema” page will open.



The screenshot shows the 'Grading Schemas' page. At the top, there is a heading 'Grading Schemas' followed by a descriptive paragraph: 'Grading schemas take the actual points scored from a graded item and compare it to a range of scores to display a grade. The Grade Center includes a copy of a default grading schema.' Below this, there is a button labeled 'Create Grading Schema' which is highlighted with a yellow border. Underneath the button, there is a section titled 'TITLE' with a dropdown arrow, and the word 'Letter' is selected in the dropdown menu.

Under “Schema Information,” enter a “Name,” and a “Description” for the grading schema, in the boxes provided.

**Note: “Name” is a required field; “Description” is optional.**



The screenshot shows the 'Create Grading Schema' page. At the top, there is a heading 'Create Grading Schema' followed by a descriptive paragraph: 'Grading schemas map percent scores to letter grades or some other scale.' Below this, there is a section titled 'SCHEMA INFORMATION' with a horizontal line. Underneath, there is a legend: '\* Indicates a required field.' Below the legend, there are two fields: 'Name' and 'Description'. The 'Name' field is marked with a red asterisk and contains the text 'Pass/Fail'. The 'Description' field is empty and is highlighted with a yellow border.

Next, under “Schema Mapping,” you will need to enter your grading schema as shown earlier in this tutorial.

**Note: The default schema is shown below.**

**SCHEMA MAPPING**

*Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol into a percentage of points possible must be provided.*

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
50 % and 100 %	A	A	75 %	Insert Rows ←
0 % and Less Than 50%	F	F	25 %	Delete Row ←

Once you have completed your schema, click “**Submit.**”

**SCHEMA MAPPING**

*Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping provided below. To enter grades in the Grade Center manually using this display option, mappings from each symbol into a percentage of points possible must be provided.*

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
70 % and 100 %	A	A	85 %	Insert Rows ←
0 % and Less Than 70%	F	F	25 %	Delete Row ←

*Click Submit to proceed.*

Cancel **Submit**

A “Success...” message will appear at the top of the “Grading Schemas” page.

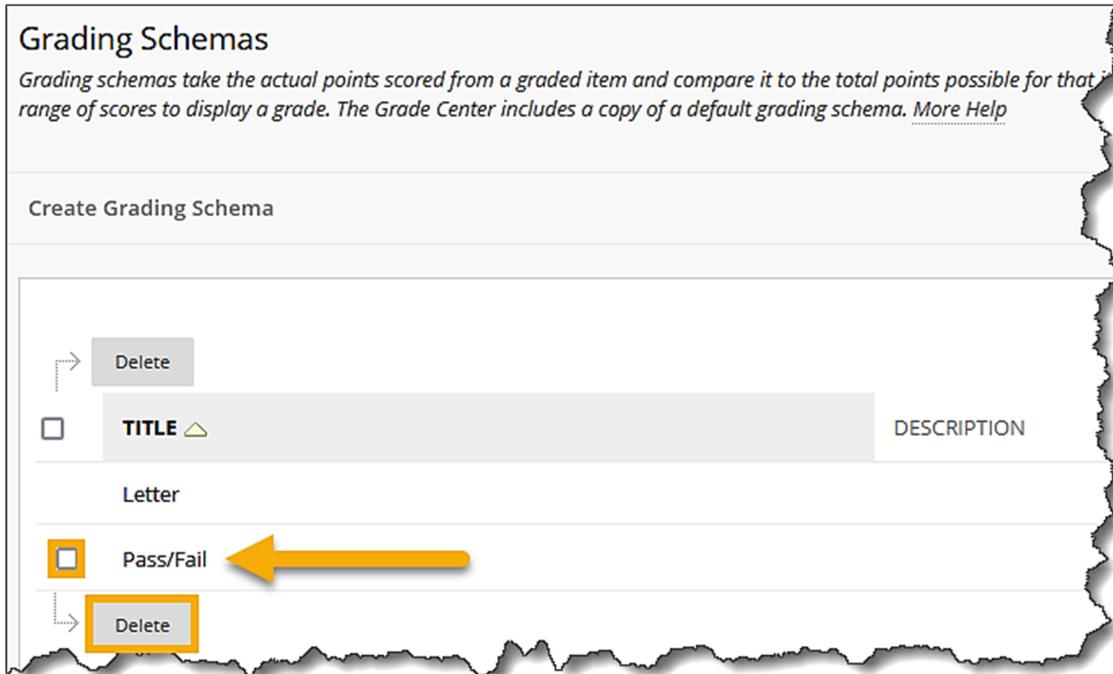
**Success: created Grading Schema: Pass/Fail.**

## Grading Schemas

*Grading schemas take the actual points scored from a graded item range of scores to display a grade. The Grade Center provides a*

Your new “Grading Schema” will appear on the “Grading Schemas” page.

**Note: You can delete a “Grading Schema” by selecting the checkbox located to the left of the schema “Title” and then clicking “Delete.” You can only delete “Grading Schemas” that you have created.**



**Note: Your new grading schema will now appear as a “Display” option when you create a “Column,” or a “Calculated Column,” in the Grade Center. Please see the tutorial “Grade Center: Add a Column” for details on how to add a column.**

Congratulations! You now know how to edit the default “Grading Schema” and how to add a new “Grading Schema” to the MyHills Grade Center.

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