The Grade Center

Part 3: How do I create a Grading Schema?

In the Action bar of the Grade Center, choose **Grading Schemas** from the Manage drop-down list.

You will notice that a **Letter** grading schema appears by default. You can modify this schema to your grading schema of what percentage an A represents etc.

In this screen you can also **Modify** an existing schema or **Copy** an already created schema and then edit the copied version.

Alternatively, you can create a totally new schema by clicking on the **Add Grading Schema** button.

In the next screen you can insert or remove rows as desired to provide the correct number or grade percentages. Next type in the **percentages** for each letter grade, for example 90% - 100% = A, etc. Lastly, type in the corresponding **calculation** for each manually added letter grade, for example a manually added A = 95% etc.

Once you have created a specific grading schema, you can then apply that schema to one or many assignments in the Grade Center. To do this, click on the icon for the assignment you wish to amend and choose the **Modify Column** option.

Scroll down to the Display options for the assignment and click on the drop-down list for **Secondary Display** and choose the schema you just created to apply same.

**Tip:**
Secondary Display options are only shown in the Grade Center, not in the My Grades area or Report Card module in NYU Blackboard Tab.