
Grading Schemas

OVERVIEW

This guide covers:

- Terminology
- What is a Grading Schema
- Creating a New Grading Schema
- Apply the Grading Schema

TERMINOLOGY

The Grade Center introduces several new terms and features. Throughout this guide, we will be referring to the following terms:

Schema	This is the Grading Scale you use for your course. The Grade Center allows you to set your own scale
Primary Display	This is the main view of the grade scale shown in the Grade Center and what the students see in their My Grades area
Secondary Display	An alternative view of the scale visible only to the instructor and appears in parenthesis; this is where you set the grading schema you create
Percentage	The grade is displayed as a percentage, such as 95%
Score	The grade is displayed as a numeric score, such as a 90
Letter	The grade is displayed as a letter, such as an A
Text	The grade is displayed as text, such as a 90, and cannot be calculated in a weighted column
Complete/Incomplete	The grade is displayed as either a checkmark for a completed item or blank for an incomplete item
Grading Score Range	Grades between a certain percentage will equal a certain letter grade, such as a 100%-95% range will equal an A

WHAT IS A GRADING SCHEMA

The Grading Schemas feature in the myLesley Grade Center allows you to create and apply your own grading scale to use for course grades. For example, it allows you to set a percentage range of 100%-95% to equal an A. You can modify the default schema or create your own grading schema.

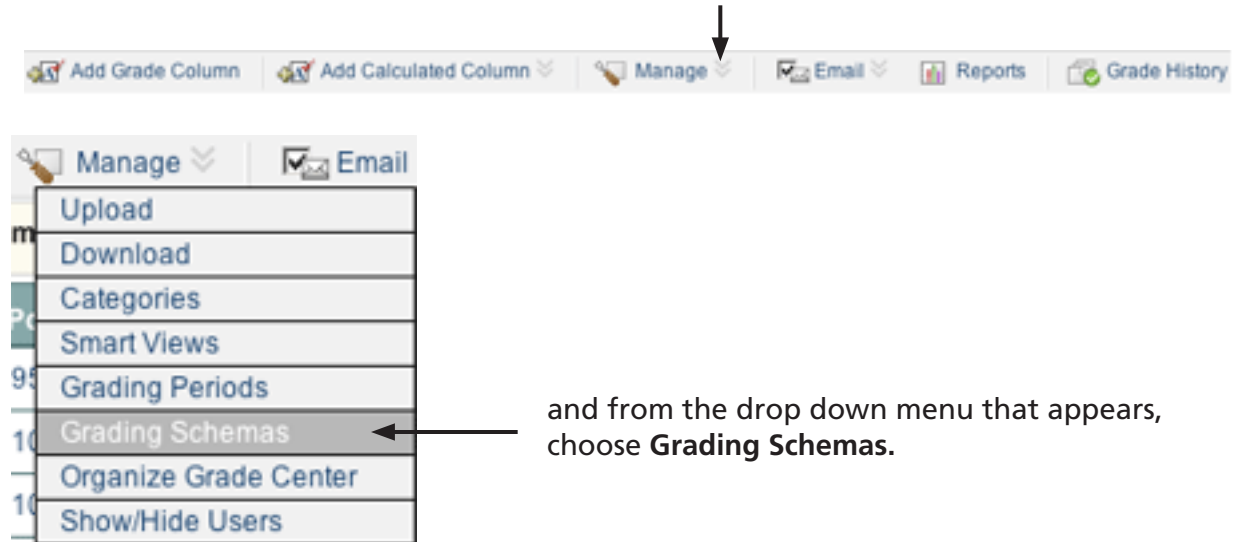
If you choose not to set up your own grading scale for the course that you have outlined in your syllabus, you must go with the default schema already set up in the Grade Center. It is highly recommended to create and set up your own grading scale for course grades.

To access the Grade Center, in the Control Panel, click on **Grade Center** under the "Assessment" Menu.

Grading Schemas (continued)

CREATING A NEW GRADING SCHEMA

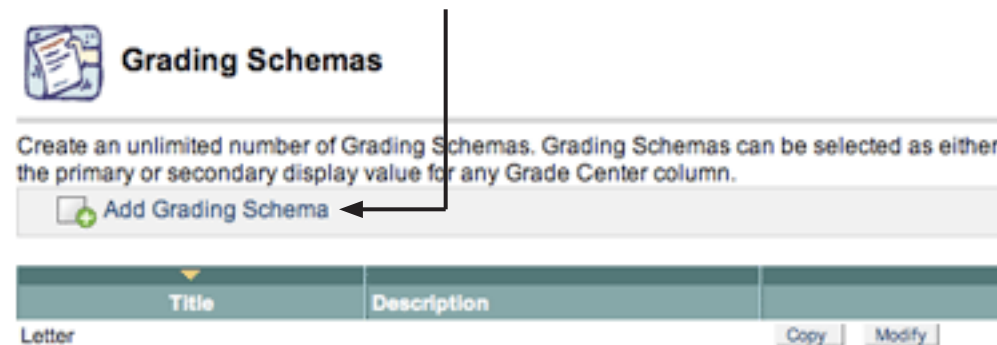
1. In the Grade Center Spreadsheet view, click the arrow next to “Manage”



and from the drop down menu that appears, choose **Grading Schemas**.

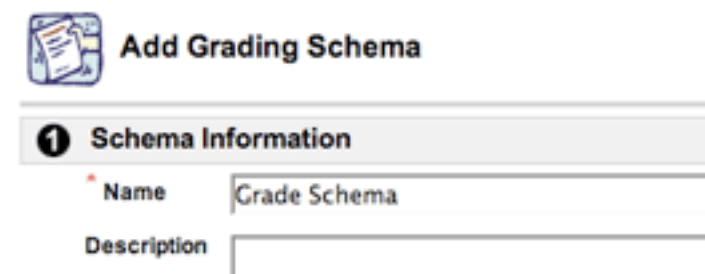
The “Grading Schemas” page will appear on screen.

2. Click the + **Add Grading Schema** button.



The “Add Grading Schema” page will appear on screen.

3. Under section 1, “Schema Information,” enter in a name for your schema. You do not need to add a description, this is optional.



Grading Schemas (continued)

4. Under section 2, "Schema Mapping:"

2 Schema Mapping

Grade Center columns provided below. In order to enter grades in the Grade Center, translations from each symbol into points possible must also be provided.

Enter in the grading score range and what that range will equal as a letter grade,

Grades scored between	will equal	Grades manually entered as	will calculate as
95 % and 100%	A	A	100 %
90 % and less than 95%	A -	A -	95 % Remove Row
95 % and less than 90%			% Remove Row

Mapping

Enter columns that are automatically graded. In order to enter grades in the Grade Center, translations from each symbol into points possible must also be provided.

and enter in the numeric value that will be used to calculate the grade when a letter grade is manually entered. It is recommended to use the medium in the range.

Grades scored between	will equal	Grades manually entered as	will calculate as
95 % and 100%	A	A	100 %
90 % and less than 95%	A -	A -	95 % Remove Row
95 % and less than 90%			% Remove Row

[Insert Rows](#)

Add or remove as many rows as necessary.

5. Click **Submit** to create the new grading schema.

Submit

6. You will see the following screen:

SUCCESS: Successfully added Grading Schema: Grading Scale. [Close](#)

Grading Schemas

Create an unlimited number of Grading Schemas. Grading Schemas can be selected as either the primary or secondary display value for any Grade Center column.

[Add Grading Schema](#)

Title	Description	
Grading Scale		Copy Modify Remove
Letter		Copy Modify

[OK](#)

Grading Schemas (continued)

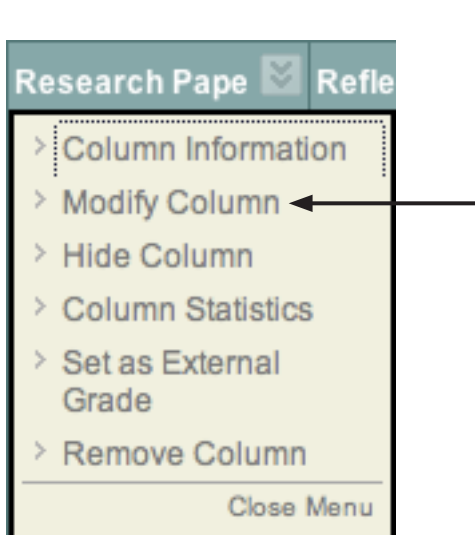
APPLY THE GRADING SCHEMA

Once a grading schema has been created, the next step is to apply it to each of your assignments and grade columns.

1. In the Grade Center Spreadsheet view, click the arrow next to the grade column title you wish to apply the schema to,



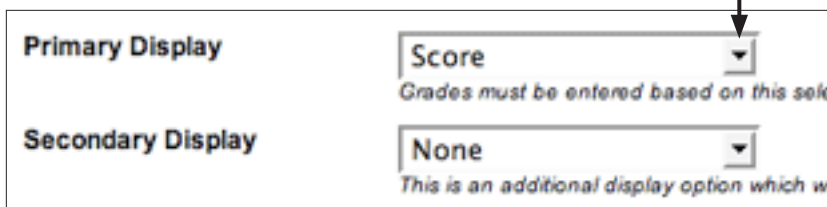
and from the drop down list that appears, choose **Modify Column**.



The "Modify Column" page will appear on screen.

Under section 1, "Column Information:"

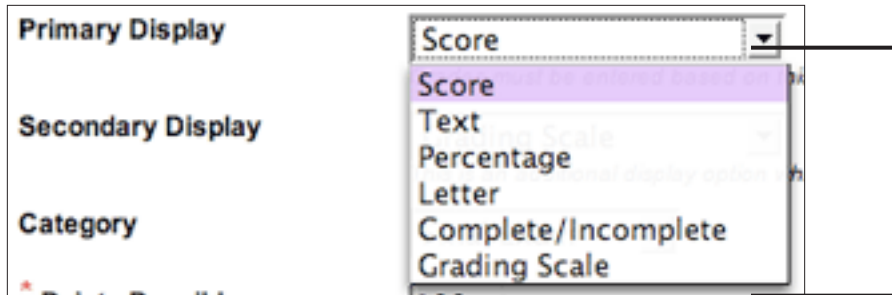
2. Click the drop down list next to **Primary Display**.



The Primary Display is the primary view of the grade in the Grade Center, and the view of their grade that your students will see.

Grading Schemas (continued)

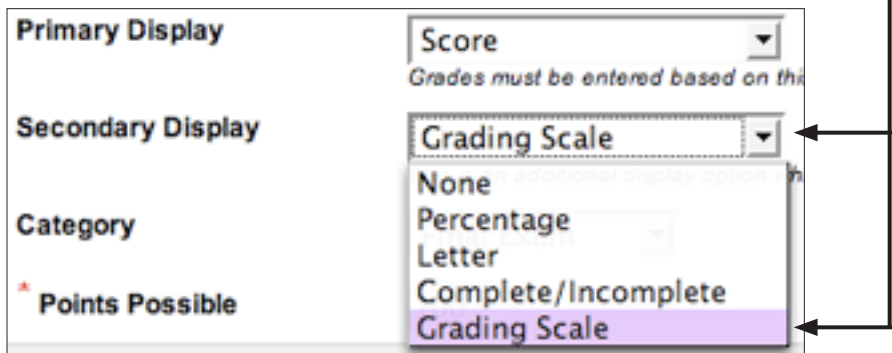
3. Select the display option from the drop down list (score, text, percentage, letter, complete/incomplete)



A screenshot of a form with three fields: Primary Display, Secondary Display, and Category. The Primary Display dropdown menu is open, showing a list of options: Score, Text, Percentage, Letter, Complete/Incomplete, and Grading Scale. The 'Score' option is highlighted in purple. A line from the text above points to this dropdown menu.

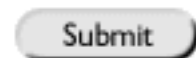
The Secondary Display of the grade will only be visible in the Grade Center Spreadsheet and not to your students. This is where you will set the grading schema you created.

4. Click the drop down list next to **Secondary Display**, and choose your grading scale from the list.

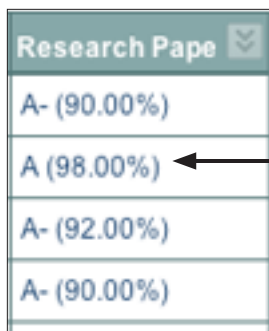


A screenshot of the same form. The Secondary Display dropdown menu is open, showing a list of options: None, Percentage, Letter, Complete/Incomplete, and Grading Scale. The 'Grading Scale' option is highlighted in purple. A line from the text above points to this dropdown menu.

5. Click **Submit** at the bottom of the page.



The Grade Column will now display the grade according to the grading schema you set.



A screenshot of a grade column in a spreadsheet. The column header is 'Research Paper' with a dropdown arrow. Below the header, there are four rows of grades: 'A- (90.00%)', 'A (98.00%)', 'A- (92.00%)', and 'A- (90.00%)'. An arrow from the text to the right points to the 'A (98.00%)' grade.

The Primary Display will appear first, followed by the Secondary Display (your grading schema) in parenthesis.

6. **Repeat** this for each grade column item in the Grade Center.