Step by Step: Changing Grading Schema for Letter Grades

1. In the Control Panel, click Grade Center and Full Grade Center.

2. In the Full Grade Center, click on the Manage button.

3. Click Grading Schemas from the dropdown menu.

4. On the Grading Schemas page click the action button next to Letter.

5. Select Edit from the drop down menu.
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6. Under section 2 **Schema Mapping**, change scale as desired. For explanation of the columns you can click on the **more help** link under the page title.

7. Delete or add additional rows as needed. Both options are on the right of the table.

8. Click the **Submit** button.