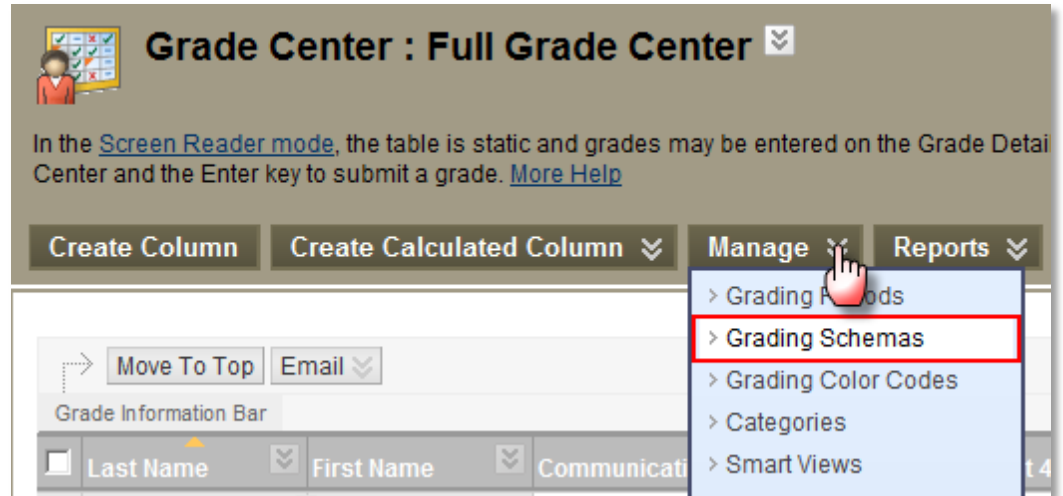


Step 1: Customize the default letter schema in the Grade Center

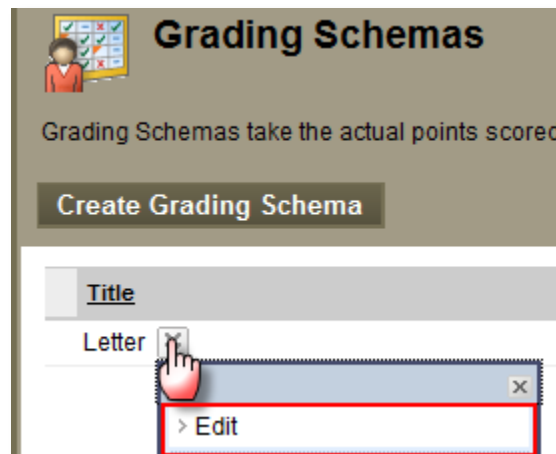
The Grade Center has a default grading scale, also referred to as "Grading Schema" that can be used to convert a grade score or percentage to a letter grade. The grading schema can also be applied to Total and Weighted Total columns, whereby converting students' final score to a letter grade.

However, the default letter schema in the Grade Center (A - F) might not match the grading scale you use for your course and, therefore, you need to customize the letter schema in the Grade Center to match your course grading scale. You can also choose to add a new grading schema, if you wish.

1. In the Grade Center, click Manage from the Action Bar and select **Grading Schemas** from the drop-down menu



2. Find the Letter Grading Schema to change and select **Edit**



3. Adjust the score percentage values to match the course grading scale

Grades Scored Between	Will Equal	Will Calculate as
90 % and 100%	A	95 %
80 % and Less Than 90%	B	85 % Delete Row
70 % and Less Than 80%	C	75 % Delete Row
60 % and Less Than 70%	D	65 % Delete Row
0 % and Less Than 60%	F	55 % Delete Row

4. Click the **Submit** button

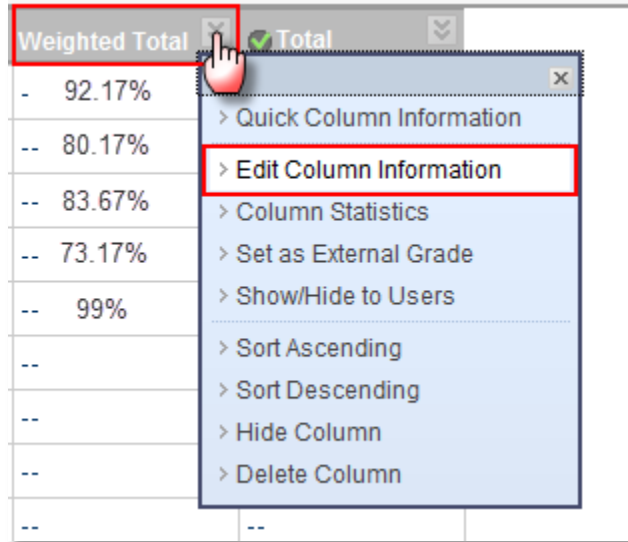


Step 2: Assign the letter schema to the total score and/or weighted total column

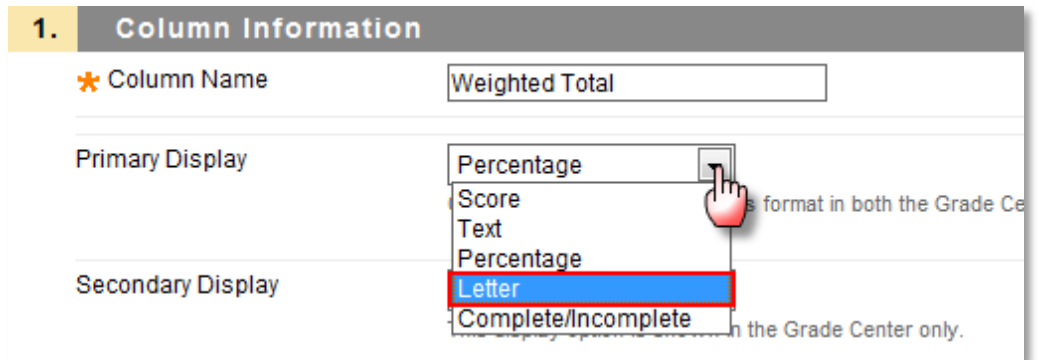
If calculating final course grade based solely on a percentage of total points without any weighting, assign the Letter schema to the Total column. If the final grade is based on weighted values, configure weighting and then assign the Letter schema to the Weighted Total column.

The steps below describe assigning the Letter schema to the Weighted Total column.

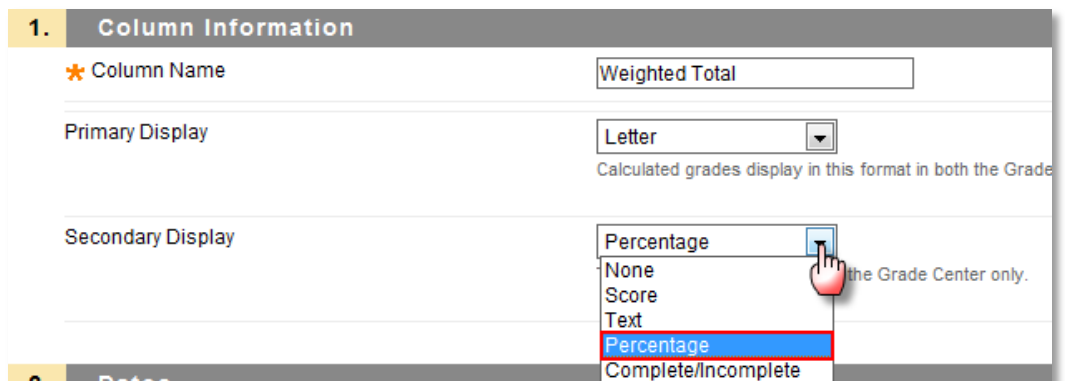
1. In the Grade Center, click the *action link* in the **Weighted Total** or **Total** column and select **Edit Column Information**



2. For the *Primary Display*, select **Letter**



3. For the *Secondary Display*, select **Percentage** (optional)



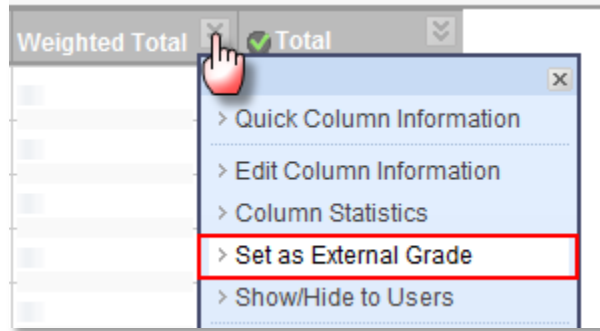
4. Click **Submit** to save the changes



Step 3: Set an external grade column in the Grade Center that contains the final grade

One column in the Grade Center must be designated as the external grade prior to using the *Grade Submission Tool*. When choosing to allow Blackboard to calculate grades automatically based on total score, use the Total column. If the final score is weighted, modify the Weighted Total column to configure weighting and then select the Weighted Total column as the external grade. Or, if simply creating a new column and manually posting final grades for students to view in Blackboard, designate that column as the external grade. No matter which approach to calculating and displaying the final grade is selected, follow these steps to set the external grade column:

1. In the Grade Center click the *action link* located to the right of the title of the column to serve as the external grade and select **Set as External Grade**



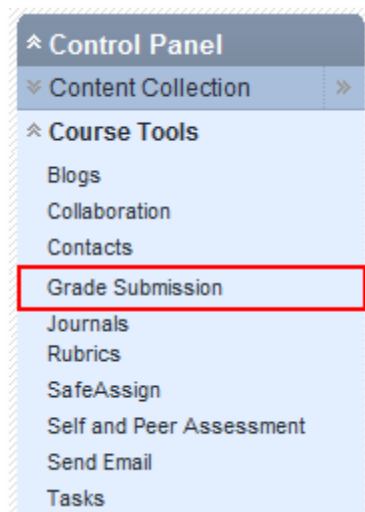
2. The Grade Center will reload and a green check-mark appears next to the column title confirming that the selected column is now the external grade



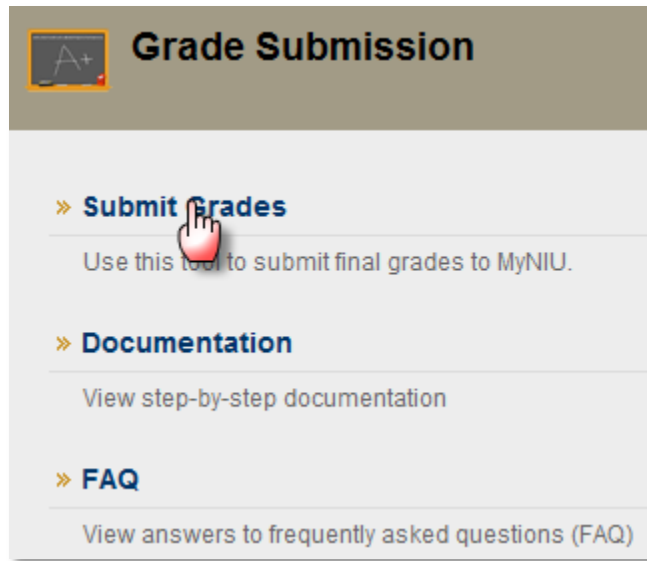
Step 4: Review scores and/or letter grade in the external grade column and assign letter grade to be exported to MyNIU

After properly configuring the Grade Center, and setting a column to serve as the external grade, the Grade Submission Tool may be used to export final grades to MyNIU.

1. In the Control Panel under *Course Tools*, Click, **Grade Submission**



2. Click **Submit Grades**



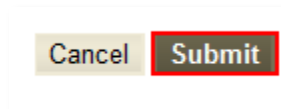
Grade Submission

- » **Submit Grades**
Use this tool to submit final grades to MyNIU.
- » **Documentation**
View step-by-step documentation
- » **FAQ**
View answers to frequently asked questions (FAQ)

3. Review the grades displayed from the column designated as the external grade column and the Roster Grade. If the primary display for the external grade column was set to a letter, the Roster Grade matching the letter grade is displayed.

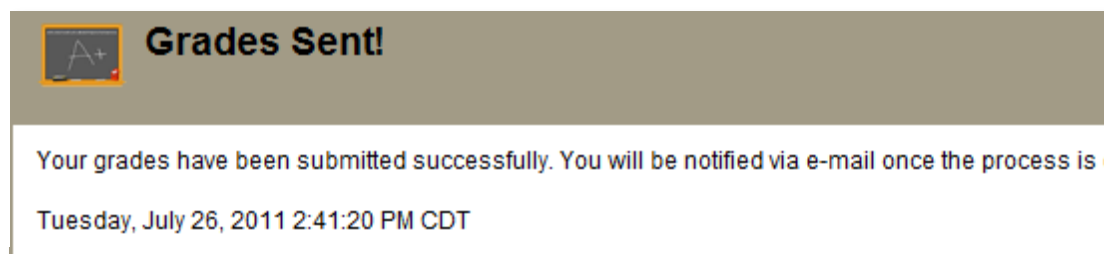
Student Name (Last, First)	Weighted Total (External Grade)	Roster Grade	Send
CRANE, BRIDGET	- 92.17%	A (Outstanding Competence)	<input checked="" type="checkbox"/>
KLEIS, BRANSON	- 80.17%	B (Above Satisfactory Competence)	<input checked="" type="checkbox"/>
JOHNSON, GENEVA	- 83.67%	B (Above Satisfactory Competence)	<input checked="" type="checkbox"/>
DRESSLER, JUSTIN	- 73.17%	C (Satisfactory Competence)	<input checked="" type="checkbox"/>
NALL, JEROME-ELISE	- 99%	A (Outstanding Competence)	<input checked="" type="checkbox"/>
CASTELLO, LUCERO	-	Select Grade A (Outstanding Competence)	<input type="checkbox"/>
FLERINA, BRIAN	-	B (Above Satisfactory Competence)	<input type="checkbox"/>
WINE, SHANTIA	-	C (Satisfactory Competence)	<input type="checkbox"/>
MCNEE, THOMAS	-	D (Marginally Satisfactory)	<input type="checkbox"/>
		F (Unsatisfactory)	<input type="checkbox"/>
		I (Incomplete)	<input type="checkbox"/>

4. Click the **Submit** button to submit grades



Cancel Submit

5. Confirmation screen appears. You will be notified by email once the submission process is complete.



Grades Sent!

Your grades have been submitted successfully. You will be notified via e-mail once the process is complete.

Tuesday, July 26, 2011 2:41:20 PM CDT