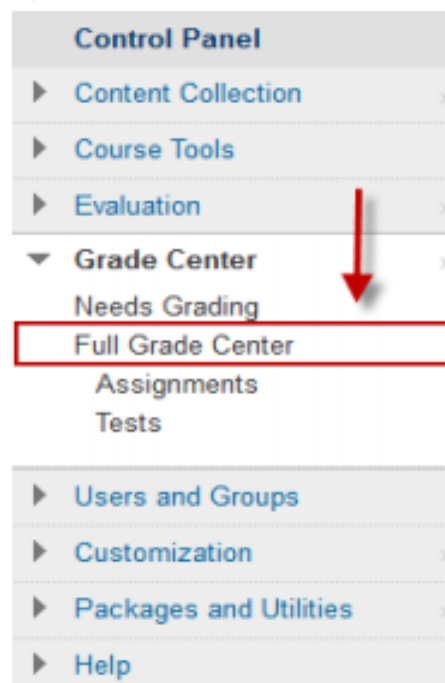
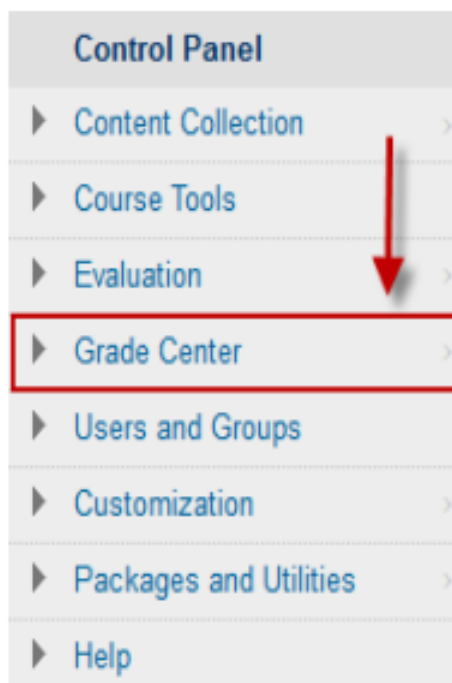


For some instructors, changing the default grading scale may be required for courses that use a different grading scale other than the 10 point letter grading scale. Grading scales are referred to as **Grading Schemas** in eCampus. The default letter grading schema is based on the values below.

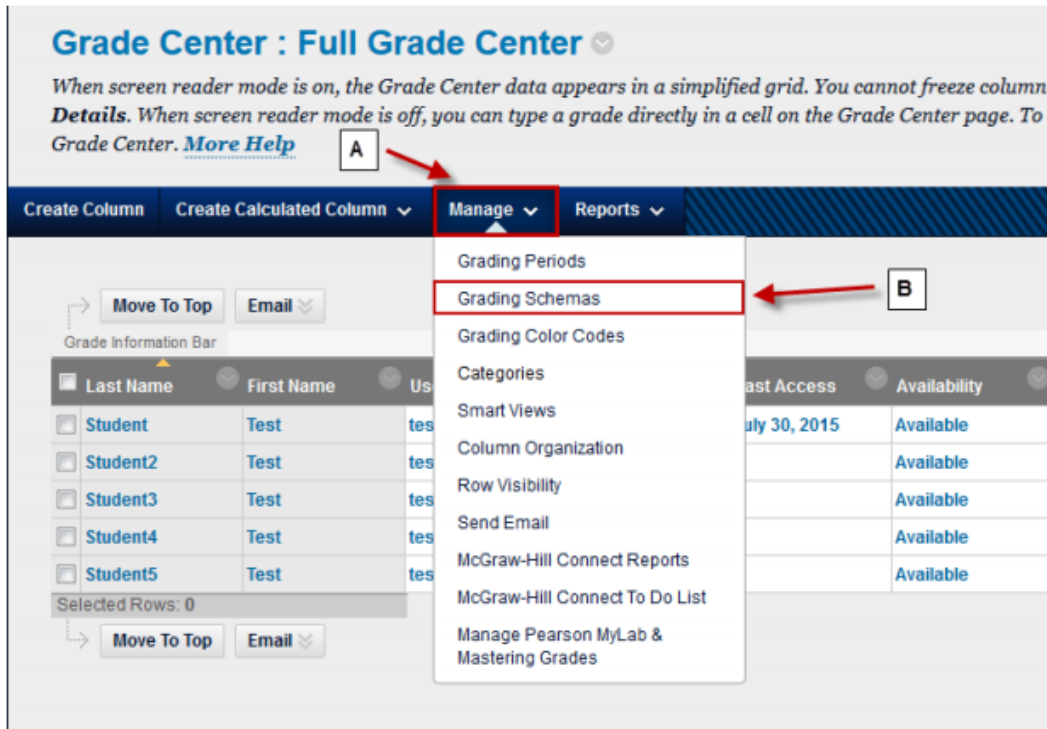
Grades Scored Between	Will Equal
90 % and 100 %	A
80 % and Less Than 90%	B
70 % and Less Than 80%	C
60 % and Less Than 70%	D
0 % and Less Than 60%	F

Please follow the steps in this document to edit the default letter grading schema.

1. Login to [eCampus](#) and navigate to the course.
2. Click **Grade Center** located in the Control Panel, then click **Full Grade Center**.

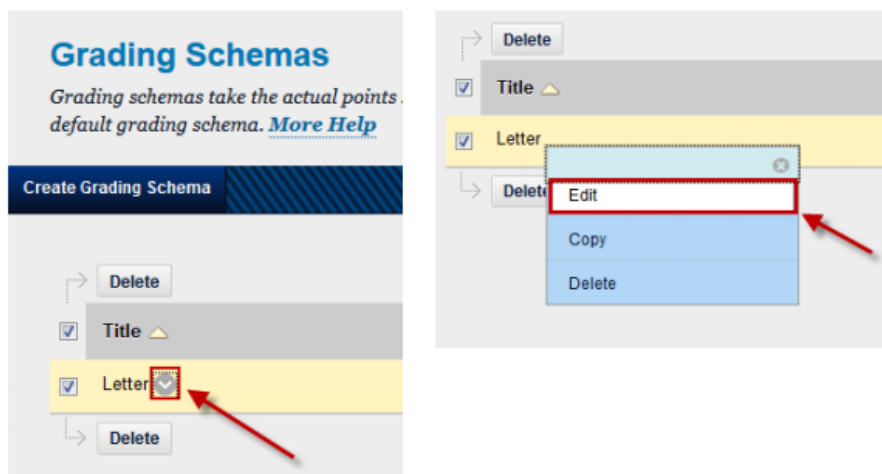


- Click **Manage**, then click **Grading Schemas**.



- At this screen, a new grading scheming may be created if multiple grading schemas are needed. We recommend that most instructors edit the existing “Letter” grading schema. Click the **drop-down menu**, then click **Edit**.

It is highly important that the **Name** of the default “Letter” Grading Schema is not changed. Changing the Grading Schema name will prevent the grades from populating into tools such as GradeSync.



- From the screen, values may be changed under Schema Mapping. Rows from the grading schema may also be added or deleted.

SCHEMA MAPPING

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grade mapping 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	
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	55 %	Delete Row

Annotations: Red arrows point from 'Edit Values' boxes to the 'Will Equal' and 'Will Calculate as' columns. A 'Delete Rows' box points to the 'Delete Row' links. An 'Insert Rows' panel on the right has an 'Edit Values' box pointing to its top input field.

- Click **Submit** to save the changes to the grading schema.

