

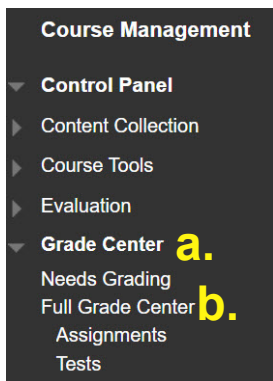
# Editing the Default Grading Schema

WVU has a default, ten-point letter grading scale, called a schema, shown below. However, instructors are able to change this grading schema when necessary for courses that use a different grading scale.

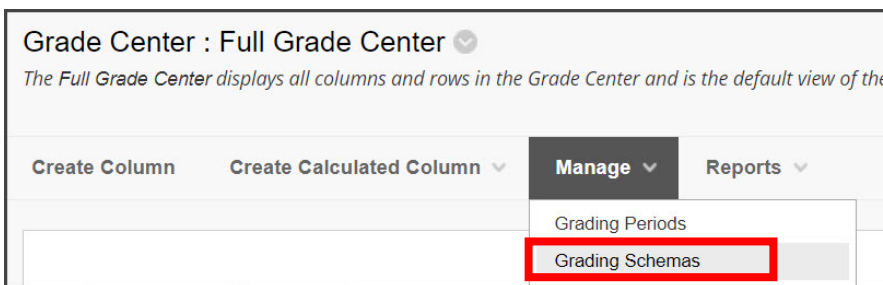
Grades Scored Between	Will Equal
97 % and 100 %	A+
94 % and Less Than 97%	A
90 % and Less Than 94%	A-
87 % and Less Than 90%	B+
84 % and Less Than 87%	B
80 % and Less Than 84%	B-

77 % and Less Than 80%	C+
74 % and Less Than 77%	C
70 % and Less Than 74%	C-
67 % and Less Than 70%	D+
64 % and Less Than 67%	D
60 % and Less Than 64%	D-
0 % and Less Than 60%	F

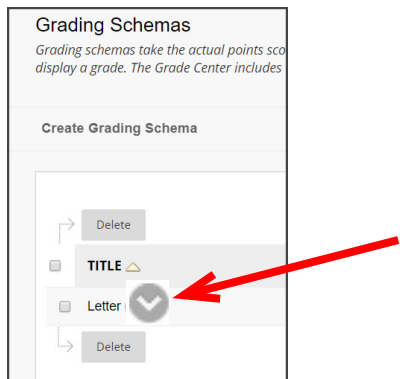
1. Login in to eCampus and navigate to the course for which you are changing the grading schema.
2. In the Control Panel, click **Grade Center**, and then **Full Grade Center**.



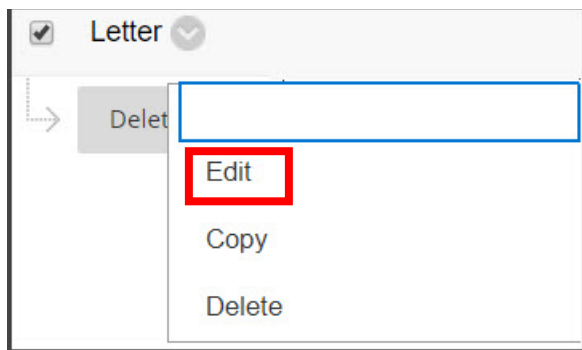
3. Within the Grade Center, click **Manage**, and then **Grading Schemas**.



4. In the Grading Schemas region, it is easiest to edit the existing schema. Hover over the **Letter** schema until you see its chevron.



5. Click the chevron to bring up the contextual menu and then click **Edit**.



6. Keep the name "Letter." **It is very important that you not change the name.**

The screenshot shows a 'SCHEMA INFORMATION' form. The 'Name' field is highlighted with a blue box and contains the text 'Letter'.

7. Edit values by:
  - a. Changing any of the values in the region designated by the orange highlights.
  - b. Deleting rows.
  - c. Inserting rows.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
97 % and 100 %	A+	A+	98.5 %	←
94 % and Less Than 97%	A	A	95 %	← <b>Delete Row</b>
90 % and Less Than 94%	A-	A-	91.5 %	← <b>Delete Row</b>
87 % and Less Than 90%	B+	B+	88.5 %	← <b>Delete Row</b>
84 % and Less Than 87%	B	B	85 %	← <b>Delete Row</b>
64 % and Less Than 67%	D	D	65 %	← <b>Delete Row</b>
60 % and Less Than 64%	D-	D-	61.5 %	← <b>Delete Row</b>
0 % and Less Than 60%	F	F	55 %	← <b>Delete Row</b>

*Click **Submit** to proceed.*

**Cancel** **Submit**

**Example:** Change the criteria so that a student must achieve a score of 98 (instead of 97) to receive an A+.

**Before:**

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as
97 % and 100 %	A+	A+	98.5 %
94 % and Less Than 97%	A	A	95 %

**After:**

Changing “Grades Scored” from 97 to 98 automatically changes the higher number in the second row and the “Will Calculate as” percentage.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as
98 % and 100 %	A+	A+	99 %
94 % and Less Than 98%	A	A	95 %

8. Click **Submit** to save your changes to the Grading Schema.

**Cancel** **Submit**