For example, a pass/fail schema might be set up like this:

<table>
<thead>
<tr>
<th>Grades scored between</th>
<th>will equal</th>
<th>Grades manually entered as</th>
<th>will calculate as</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% and 100%</td>
<td>Pass</td>
<td>Pass</td>
<td>100%</td>
</tr>
<tr>
<td>0% and less than 50.0%</td>
<td>Fail</td>
<td>Fail</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Note:** The dash symbol “—” cannot be used as an entry. The dash represents a Null value.

Each Display Symbol must be unique in the Grading Schema.

The percentage range given for each grade value must begin with the lesser value listed first. The values must also overlap. For example, A = 90 – 100%, B = 80 – 90%, C = 70 – 80% and so on. Ranges must be set up in this way to avoid gaps that could occur when a score falls in between numbers in the range. The range of 80 – 90% includes all grades up to but not including 90%. The top range does include 100%.

**Modify a Grading Schema**

Once created, Grading Schemas can be modified. To modify a Grading Schema, follow these steps:

1. Click Manage in the Action Bar of the Grade Center.
2. Select Grading Schema from the Action Link menu.
3. Find the Grading Schema to modify and click Modify.
4. Make any changes to Name, Description or Display Symbols and their corresponding percentages.
5. Click Submit. Once submitted, all columns using the Grading Schema are updated to reflect the changes.

**Copy a Grading Schema**

Once created, Grading Schemas can be copied and used again. Upon Copy, the new Grading Schema name is prefixed with “Copy of” followed by the name of the original schema. To copy a Grading Schema, follow these steps:

1. Click Manage in the Action Bar of the Grade Center.
2. Select Grading Schema from the Action Link menu.
3. Find the Grading Schema to copy and click Copy.

Copied Grading Schemas may be modified by using the steps in the sub-section above, Modify a Grading Schema.