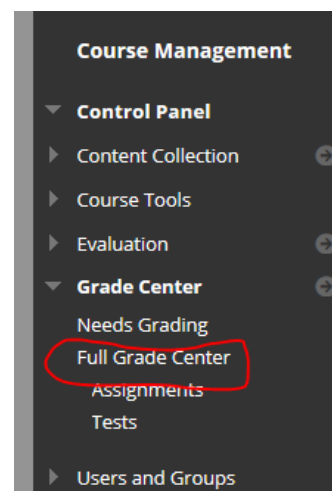


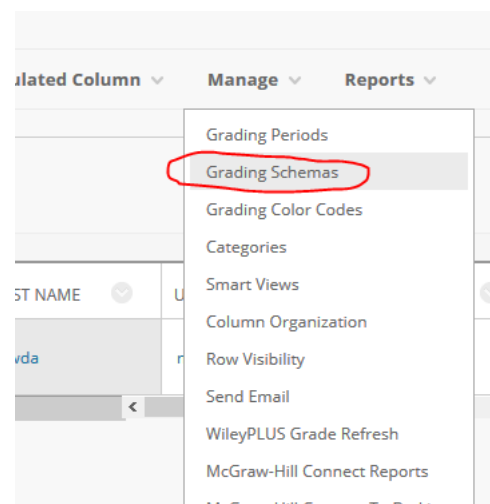
## Removing Old Grading Schemas

Before the beginning of Fall 2018 Wentworth revised its undergraduate grading schema. Although we were able to correct the schema in all Fall 2018 Blackboard courses, problems can occur in copied courses. The schemas from these old courses get copied into the new courses and then the new course has multiple copies of the schema with different letter grade equivalents. To avoid miscalculation of grades submitted to Banner, instructors need to delete these old schemas.

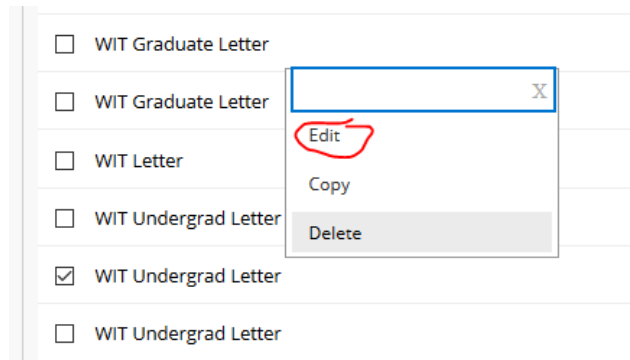
1. Navigate to the course in Blackboard that has been copied (or where you notice the letter grades don't seem correct).
2. Open the Full Grade Center:



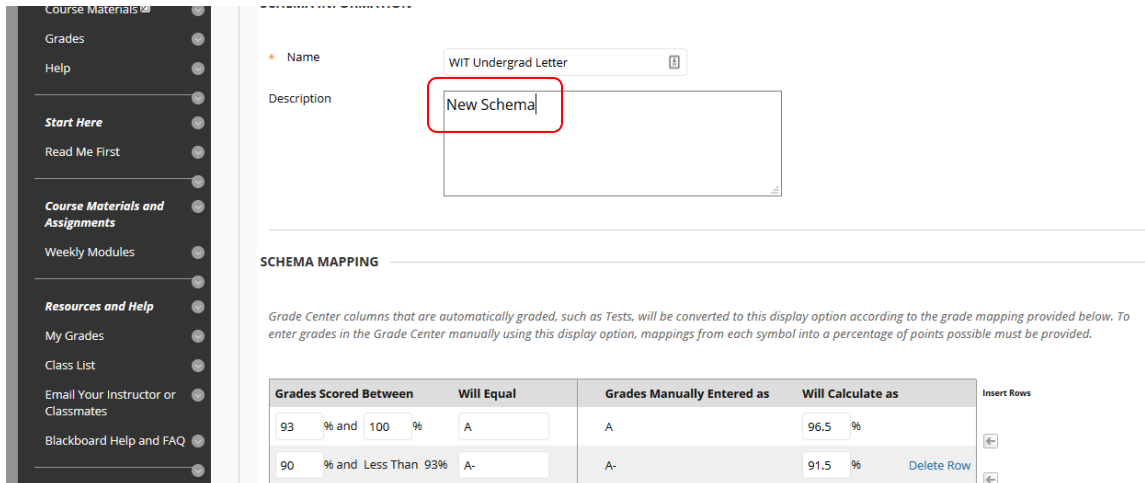
3. In the Full Grade Center, select Grade Schemas from the Manage Menu:



4. From the Grade Schemas action menu, select Edit for the Schema you want to examine:

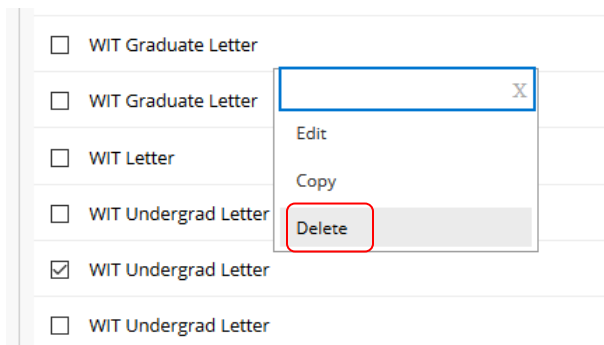


5. In the Edit Schema Menu, examine the settings and determine if the schema is the old or new schema and then change the name or enter a description indicating which schema is used. In the example below the description is modified. Do not modify the name of the correct schema, it must remain "WIT Undergrad Letter" so the Banner Grade Submit tool recognizes it.



6. Save the schema. Repeat for any additional schemas.

7. Back on the Manage Schemas page, select Delete from the Grade Schema action menu to remove old schema from your course:



9. Now the Banner Grade Submit should correctly display letter grades.