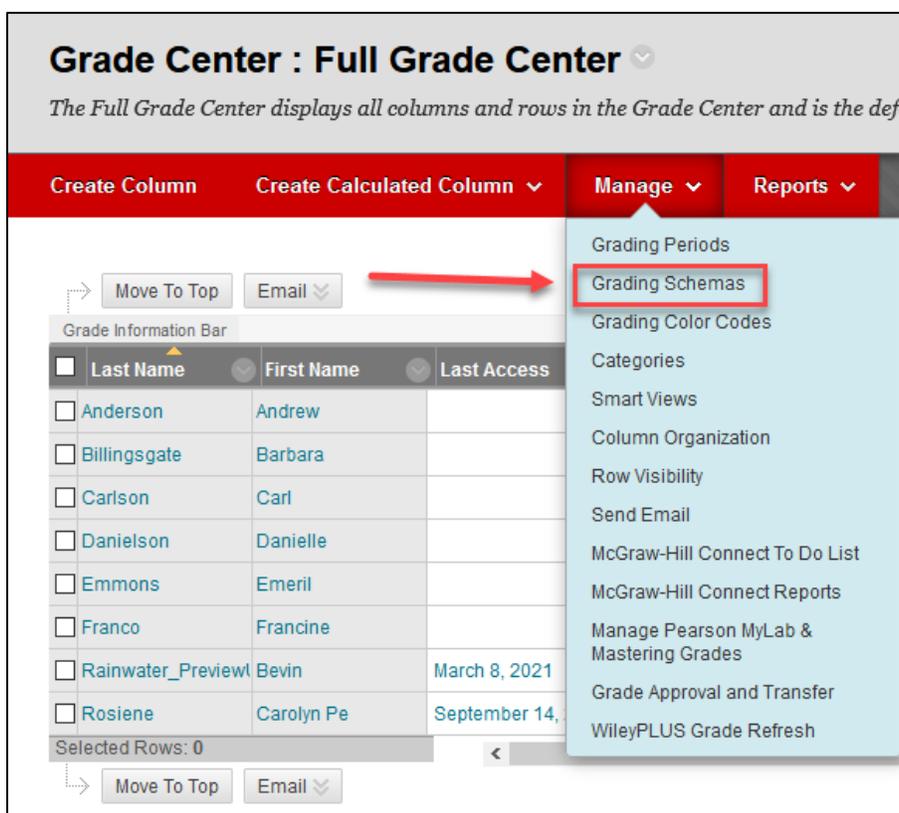


### Using the GPA Grading Scale in Blackboard

Blackboard's Grade Center includes a number of standard grading scales, including letter grades, percentages and raw scores. If you would prefer to grade assignments using the GPA grading scale (as many instructors do for graduate courses), you will need to create a separate scale in the Grade Center, which Blackboard calls a "Grading Schema."

#### ***Creating a GPA Grading Schema in the Grade Center***

Enter your course and access the Grade Center through the Control Panel. Under the **Manage** button, select **Grading Schemas**.



Creating a Grading Schema

On the **Grading Schemas** page, you will see that one schema has already been created: **Letter**. Click on the down arrow button and select **Copy** to create a new schema, which will now be called **Letter (2)**. Click on the down arrow next to this new schema and select **Edit**.

On the **Edit Grading Schema** page, rename the schema to **GPA**. Under **Schema Mapping**, replace the letter grades with the appropriate GPA equivalents. The University has a table which lists each letter grade and GPA values: <https://www.hartford.edu/academics/curriculum/grading->

[system.aspx](#). You can use these values, or you can use the **Insert** and **Remove Row** buttons to make your schema more detailed.

Once you have entered the values for your schema, click **Submit**. Now, you can enter a percentage or score and have it display in the GPA scale.

## Using the GPA Schema in the Grade Center

On the main page of the Grade Center, click on **Create Column**. Give the column a name and category, then enter the points possible. (You do **not** need to enter 4.0 for the points possible; Blackboard will convert the percentage into the GPA scale automatically. We suggest 100 points as the default.) Under **Primary Display**, select GPA.

Click **Submit**. You can now enter the grades in the column in one of two ways: as a score, which will calculate the GPA automatically; or directly as a GPA score.

## What if I prefer to enter letter grades?

Currently, the GPA schema only allows you to enter grades in two ways: as a number or as a GPA score. If you would prefer to enter letter grades and have them display as GPA scores, you will need to create a second column for each assignment.

First, click on **Create Column** to create a column for the assignment. Add the column name, category and points possible. Set the Primary Display to **Letter**. Under “Include this column in Grade Center calculations,” click **No**. Under “Show this column to students,” click **No** to make it invisible to students. Click **Submit** at the bottom of the page to return to the Grade Center.

Next, go to **Create Calculated Column** and select **Total Column**. Add the column name, category and points possible. Set the Primary Display to **GPA**. Under **Select Columns**, click on **Selected Columns and Categories**. A menu will open up, allowing you to choose which columns or categories to include. Select the grade column you created previously and click on the arrow to add it. Click **Submit** at the bottom of the page.

Adding Items to the Calculated Total Column

To enter letter grades and have them appear as GPA scores, enter the letters in the first column that you have made unavailable to students. The GPA scores will appear automatically in the second column you have created.

**Important:** Blackboard uses standard default percentages when calculating letter grades. If you would like to modify these percentages (to add a curve, for example), you will need to modify the Letter schema. Go to **Manage → Grading Schemas** on the main page of the Grade Center, then click on **Modify** next to the Letter schema to edit it accordingly.

---

## **Getting Help with Technology at the University of Hartford**

---

### **Faculty Center for Learning Development (FCLD)**

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

**Phone:** (860) 768-4661      **Email:** [fld@hartford.edu](mailto:fld@hartford.edu)

**Website:** <http://www.hartford.edu/feld>

### **Student Blackboard Support**

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

**Phone:** (860) 768-4636      **Email:** [bbsupport@hartford.edu](mailto:bbsupport@hartford.edu)

**FAQ/Submit a Ticket:** <http://www.hartford.edu/studentbbsupport>

### **Information Technology Services (ITS) Help Desk**

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

**Phone:** (860) 768-4357      **Email:** [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu)

**Website:** <http://hartford.edu/ots>

### **Media Technology Services (MTS)**

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

**Phone:** (860) 768-4357      **Website:** <http://www.hartford.edu/mts>