

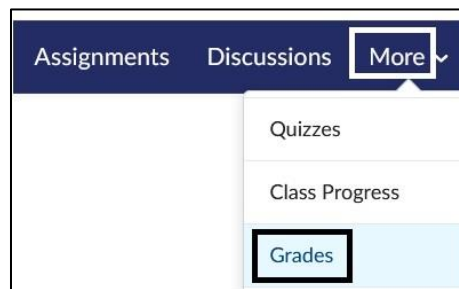


Verify Grade Schema in Brightspace Course

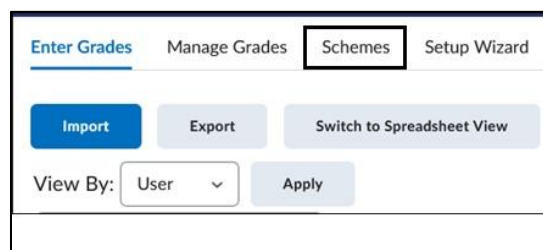
John Jay courses are created in Brightspace with the **John Jay Undergraduate Grade Schema** set as the default for the calculation of final semester grades. However, a different schema must be used for graduate level courses. We recommend all instructors verify the schema set for their courses, and changing the schema if needed.

Access Schemes

1. In the course, select **More** on the Course navbar. Select **Grades** on the drop-down menu.



2. On the Grades page, select the **Schemes** link.



3. On the **Schemes List** page, multiple CUNY college schemes will appear. Scroll down the page to the John Jay schemes.

John Jay Graduate Schema for Final Grades		✓
John Jay Undergraduate Schema for Final Grades	✓	

To view the percentages and assigned Letter grades, select the Grade schema name in blue. Please note that John Jay Grade schemas are the official schemas used by the college for final grades and cannot be edited.

Name *				
John Jay Undergraduate Schema for Final Grades				
Short Name				
JJC undergrad letter				
Ranges				
#	Symbol*	Start %*	Color	Assigned Value %
1	F	0	<input type="text"/>	30
2	D-	60	<input type="text"/>	61.5
3	D	63	<input type="text"/>	65.05
4	D+	67.1	<input type="text"/>	68.55

- By default, the **John Jay Undergraduate Schema for Final Grades** is selected by displaying the checkmark in the **left side column**. To change the Grade Schema to the Graduate Schema if needed, select the checkmark in the right-hand column directly across from the Graduate Schema title.

John Jay Graduate Schema for Final Grades	<input type="checkbox"/>	<input checked="" type="checkbox"/>
John Jay Undergraduate Schema for Final Grades	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- A confirmation box will appear. Select **Yes** to change the Grade Schema. This change will be applied to the grade items within your Gradebook in the course.

Confirmation

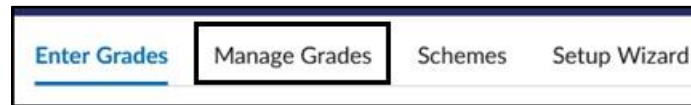
Are you sure you want to set 'John Jay Graduate Schema for Final Grades' as the default grade scheme for the org unit?

Important Note:

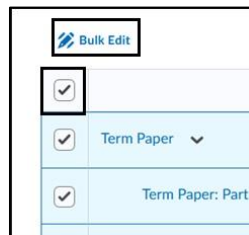
If you have manually created and assigned a schema to a grade item in a course and then later change to the default schema on the Schemas page, the change will not automatically be updated in the course. You must manually update the grade schema in the course.

To verify what schema is applied to all grade items, do the following:

1. Go to **Grades**. Select **Manage Grades**.



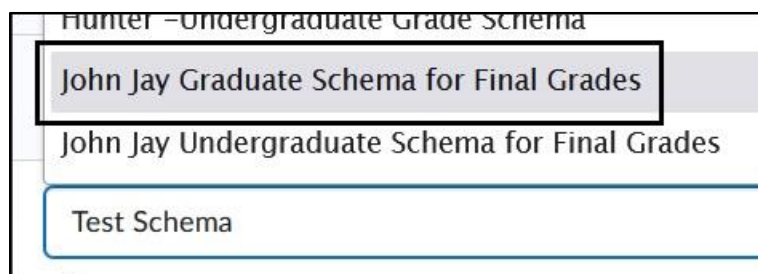
2. On the **Manage Grades** page, check the **Select All** box to highlight all Grade items. Select **Bulk Edit**.



3. On the Bulk Edit page, under the **Grade Scheme** column, view and change the schema for that specific grade item by selecting the drop-down arrow.

Name*	Short Name	Type	Max Points*	Bonus	Can Exceed	Grade Scheme
Term Paper					<input type="checkbox"/>	
Term Paper: Part 2 - Submit		Numeric	100	<input type="checkbox"/>	<input type="checkbox"/>	Test Schema <input type="button" value="v"/>
Term Paper - Part 3: Submit		Numeric	100	<input type="checkbox"/>	<input type="checkbox"/>	-- Default Scheme -- (John Jay Graduate Schema for Final Grac <input type="button" value="v"/>

Select the new schema from the drop-down menu and select **Save** to retain changes.



For more information and assistance, please email Department of Online Education and Support - Learning Management System Support at LMS.faculty@jjay.cuny.edu