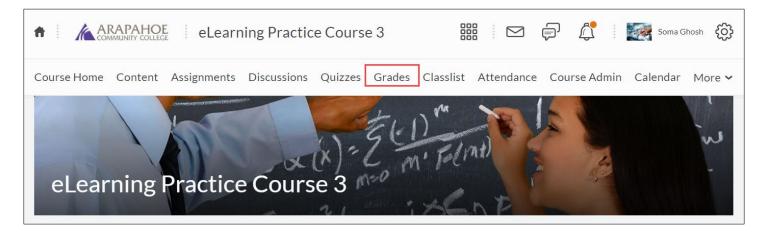
# Creating and Applying a Grade Scheme

A grade scheme is a way of organizing users' performances on grade items into levels of achievement. A grade scheme can include any number of achievement levels. Each achievement level has its own range of acceptable grades and a symbol, such as a numeric value, letter, or text description, to represent it. You can create your own grade schemes or use schemes set up by your organization. The table below shows some grade schemes with examples.

### **Creating a Grade Scheme**

Grade scheme	Example
Letter	F, D, C, B, A, A+
Numeric	2.0, 2.5, 3.0, 3.5, 4.0
Text	Below Expectations, Meets Expectations, Exceeds Expectations

Step 1: Select Grades on the navigation bar.



Step 2: Select the Schemes tab and select New Scheme.

Enter Grades Manage Grades Setup Wizard	
New Scheme More Actions 🗸	
Scheme Name	
Organization Schemes	
Percentage	
Letter Grade	

**Step 3:** Enter a **Name** for the scheme. You can also enter a **Short Name** (optional) to display in the grade book.

- Define your grade ranges by entering the symbol you want to display for the grade range in the Symbol column. E.g., "A" or "Excellent" or "4.0"
- Enter the lowest grade to include in the range in the Start % column.

Note: The first range starts at 0 and ends at the next range's Start %.

- Select the color you want associated with the range in the Color column.
- Enter the value for the end range in the Assigned Value % field.
- Select Add Ranges to add additional grade scheme levels
- Select the Trashcan icon beside a grade scheme level to delete it.

Nev	New Scheme				
Gen	eral				
Name *	Grades				
Short Na					
#	Symbol"	Start %*	Color	Assigned Value %	Remove
1	F	0	•	59	
2	D	60	· ·	69	ŧ
3	c	70	•	79	÷
4	В	80	· ·	89	•
5	Α	90	•	100	1
+ A	dd Ranges 2				

## Managing a Grade Scheme

Step 1: On the Schemes tab, select the course scheme that you want to edit.

Enter Grades	Manage Grades	Schemes	Setup Wizard
New Scheme	More Acti	ions 🗸	
Scheme Name			
Organization S	Schemes		
Percentage	0		
Letter Grade			
Course Schem	ies		
Letter Grades	]		

#### **Step 2:** Edit the fields as desired.

Edit	- Letter Grades				
Gene	ral				
Name *					
Letter	Grades				
Short Nam	ie -				
Letter					
Rang	es				
#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	Ĩ	0	•	59	
2	D	60	•	69	<b>i</b>
3	C	70	•	79	î
4	В	80	•	89	î

2	В	60
3	A-	70
4	Α	80
5	A+	90
+ Ad	d Ranges 1	
Save	and Close Save Cancel	

Step 3: Select Save and Close to save your changes and return to the Grade Schemes tab.

Note: You cannot edit some of the properties of a grade scheme if a grade item is using it.

#### Setting a Default Grade Scheme

**Step 1:** From the Grade **Schemes** tab, select the **Set As Default** check icon beside the grade scheme you want to make the default.

Enter Grades Manage Grades Schemes Setup Wizard	🔅 Settings 🔞 H
New Scheme More Actions 🗸	
Scheme Name	Default Scheme Set As Default
Organization Schemes	
Percentage	~
Letter Grade	~
Course Schemes	
Letter Grades	✓