

## 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**.

**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.

## New Scheme

### General

Name\*

Short Name

### Ranges

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	<input type="text" value="F"/>	0	<input type="color" value="#f08080"/>	<input type="text" value="59"/>	
2	<input type="text" value="D"/>	<input type="text" value="60"/>	<input type="color" value="#e0b0ff"/>	<input type="text" value="69"/>	
3	<input type="text" value="C"/>	<input type="text" value="70"/>	<input type="color" value="#ffff00"/>	<input type="text" value="79"/>	
4	<input type="text" value="B"/>	<input type="text" value="80"/>	<input type="color" value="#90ee90"/>	<input type="text" value="89"/>	
5	<input type="text" value="A"/>	<input type="text" value="90"/>	<input type="color" value="#3cb371"/>	<input type="text" value="100"/>	

# 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 Actions](#) ▼

Scheme Name

Organization Schemes

Percentage ?

[Letter Grade](#)

Course Schemes

[Letter Grades](#)

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

## Edit - Letter Grades

### General

Name \*

Short Name

### Ranges

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	<input type="text" value="F"/>	0	<input type="color" value="#E91E63"/>	<input type="text" value="59"/>	
2	<input type="text" value="D"/>	<input type="text" value="60"/>	<input type="color" value="#F06292"/>	<input type="text" value="69"/>	
3	<input type="text" value="C"/>	<input type="text" value="70"/>	<input type="color" value="#FFF9C4"/>	<input type="text" value="79"/>	
4	<input type="text" value="B"/>	<input type="text" value="80"/>	<input type="color" value="#C8E6C9"/>	<input type="text" value="89"/>	

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

2	<input type="text" value="B"/>	<input type="text" value="60"/>
3	<input type="text" value="A-"/>	<input type="text" value="70"/>
4	<input type="text" value="A"/>	<input type="text" value="80"/>
5	<input type="text" value="A+"/>	<input type="text" value="90"/>

+ Add Ranges

**Save and Close**

**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.

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Letter Grade	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Course Schemes		
Letter Grades	<input type="checkbox"/>	<input checked="" type="checkbox"/>