

# Create and Edit Grade Schemes

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A grade scheme is a way of organizing students' 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 the default grade scheme.

Show Video Walkthrough

## Create a Grade Scheme

1. Click **Grades** in the navbar.
2. Click on the **Schemes** tab.
3. On the Schemes page, click **New Scheme**.
4. Enter a **Name** for the scheme.
5. Enter a **Short Name** if desired.
6. Click **Add Ranges** to add additional grade ranges if necessary.
  - 7. Define your grade **Ranges** with the lowest grade in the range.
    - Enter the symbol you want to display for the grade range in the **Symbol** column.
    - Select the color you want to be associated with the range in the **Color** column if you would like to associate a color with the letter grade.
8. Click the **Delete** icon beside a grade range to delete it.
9. Click **Save**.

## Set a default grade scheme

On the Grade Schemes page, click the **Set As Default** icon beside the grade scheme you want to make the default.

**NOTE:** If you set a scheme other than "Percentage" as default, you will no longer see percentages in your gradebook.

## Edit a grade scheme

1. Click on **Grades** in the navbar.
2. Click on the **Schemes** tab.
3. Click on the name of the scheme you'd like to edit.
4. When you're done editing, click the **Save and Close** button.