

# Create and Edit Grade Schemes

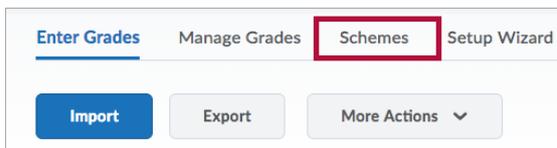
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A grade scheme is a way of organizing students' performances on grade items into levels of achievement. A grade scheme can include any number of achievement levels. Each achievement level has its own range of acceptable grades and a symbol, such as a numeric value, letter, or text description, to represent it. You can create your own grade schemes or use the default grade scheme.

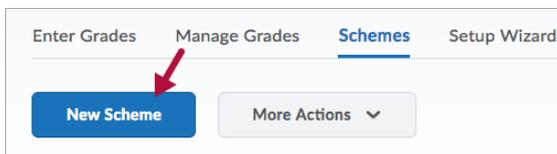
▶ Show Video Walkthrough

## 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.

A screenshot of a form titled "Edit - Letter Grade". Under the "General" section, there are two input fields. The first is labeled "Name \*" and contains the text "Letter Grade". The second is labeled "Short Name" and is currently empty.

6. Click [**Add Ranges**] to add additional grade ranges if necessary.

Number of Ranges

1

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.

Ranges					
#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	<input type="text" value="F"/>	<input type="text" value="0"/>	<input type="color" value="#f08080"/>	<input type="text" value="0"/>	
2	<input type="text" value="D"/>	<input type="text" value="60"/>	<input type="color" value="#f08080"/>	<input type="text" value="60"/>	<input type="button" value="Delete"/>

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.

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

**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.

