Create and Edit Grade Schemes

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.
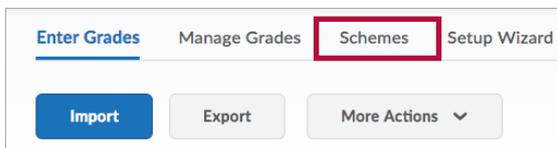
3. On the Schemes page, click **[New Scheme]**.
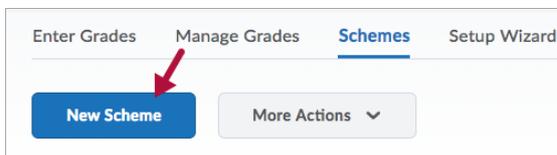
4. Enter a **Name** for the scheme.

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.