# Gradebook 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.

> **NOTE:** It is recommended that you speak with the LSC-Online Campus Representative (https://vtac.lonestar.edu/help/a109) before you change grade schemes in your course.
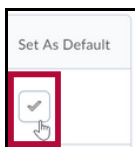
Show Video Walkthrough

Accessing Grades Schemes

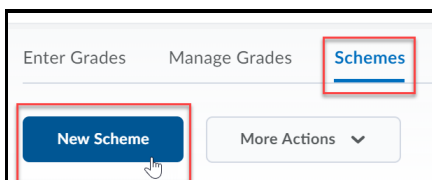1. From the navbar, click **Grades**, and then select the **Schemes < tab**.
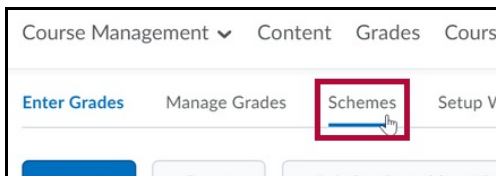
2. To choose a grade scheme, click on the faded check mark in the Set As Default column of the scheme to use.

3. Click the **Yes** button.

Creating Grade Schemes

1. Click **Grades** on the navbar, and then select the **Schemes** tab.
2. Click the blue **New Scheme** button.

3. In the **Name** field, enter the scheme name.
4. 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 associated with the range in the **Color** column, if you would like to associate a color with the letter grade.
   - If you do not assign a value in the **Assigned Value % field, the Start %** is used as the default.

5. To add more levels to your scheme, enter the amount to add in the field and click the Add Ranges button.

6. Click the Save and Close button.

Editing Grades Schemes

Creating or editing a new grading scheme is useful when you grade your class on a different system than standard grading. For example, an instructor using a different range of percentages to correspond to a grade than is generally used (e.g. A = 90% - 100%, A- = 85% - 89%).

To use a similar grades scheme to one already in use, it is useful to copy that scheme and adjust the values/ranges as needed.

Copying Grade Schemes

1. Click **Grades** on the navbar, and then select the **Schemes** tab.
2. Click the **More Actions** drop-down arrow, and then click **Copy**. A list of schemes available for copy displays.

3. Select the grades scheme that you want to copy.
4. In the **New Scheme Name** field, enter the name of the copied scheme.
5. Click the blue **Copy** button at the bottom of the page.
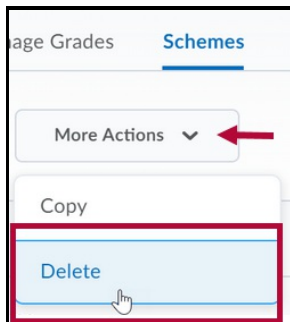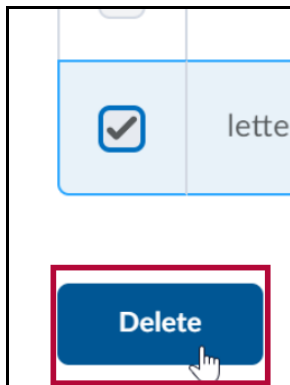
6. Click on the copy to edit it.

Deleting Grade Schemes

1. Click **Grades** on the navbar, and then select the **Schemes** tab.
2. Click the **More Actions** drop-down arrow, and then click **Delete**. A list of schemes available for delete displays.

3. Select the grade scheme to delete.
4. Click the **Delete** button at the bottom of the page.

5. A confirmation message displays. Click the **Delete** button.