How to Associate a Grade Scheme with a Grade Item

After creating a Grade Scheme in the Grades Area, the next step is to associate it with a grade item. See the two options listed below on how to do this.

Option 1 – Make the Grade Scheme You Created Your Default

Use this option if the grade scheme you created is the one you want to use for the majority of your grade items. If you only want to use your grade scheme for a few items, go to Option 2.

1. Click on Grades
2. Click on Grades Schemes
3. Click the gray check mark in the ‘Set As Default’ column to the right of the Grade Scheme name that you created. In the screenshot below, the Grade Scheme created is named ‘Letter Grade’.

4. Click Yes when the Confirmation box appears.
5. Your scheme should now have a green check mark in the ‘Default Scheme’ column

When you create a New Grade Item, this scheme will now be the default.
Option 2 – Select Your Grade Scheme When Creating/Editing Grade Items

Use this option if you only want to use your grade scheme for a few grade items or just for the Final Grade.

1. Click on Grades
2. Click on Manage Grades
3. Click on the name of the grade item you would like to associate to your scheme
4. Click the Save button

Click the drop-down arrow next to Grade Scheme and choose the Grade Scheme you would like to associate with the grade item. Then click the Save button.