Setting Up Grade Schemes
A grade scheme is a way of organizing users’ 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 schemes set up by your organization.

Example grade schemes:

- **Letter** – I, F, D, C, B, A, A+
- **Numeric** – 2.0, 2.5, 3.0, 3.5, 4.0
- **Text** – Below Expectations, Meets Expectations, Exceeds Expectations

### Example Letter Grade Scheme Shown Above

Creating a Grade Scheme

1. Access the Grades Scheme area by clicking on the left tool menu.
2. Click
3. Type a **Name** for the scheme.
4. Type a **Short Name** to display in the grade book. (This is optional)
5. Define your grade **Ranges**.
   a. Type the symbol you want to display for the grade range in the **Symbol** column.
      i. E.g., “A” or “Excellent” or “4.0”
   b. Type the lowest grade to include in the range in the **Start %** column
      i. **NOTE:** The first range starts at 0 and ends at the next range’s Start %
   c. Select the color, if any, you want associated with the range in the **Color** column.
d. Type the numeric grade you want users to achieve when they are evaluated using the grade scheme in the **Assigned Value** % field. For example, selectbox grade items used the **Assigned Value** % to apply points value to the item for calculating the final grade.
   
i. **NOTE:** If you do not assign a value, the start percentage is used as the default.

6. Click **Add Ranges** to add additional grade scheme levels.
7. If necessary, click in the Remove column to remove a range.
8. Click **Save**.

### Delete a Grade Scheme

1. From the Schemes List, Click the **Delete** icon on the top menu.
2. Select the checkbox in front of the scheme you would like to delete.
3. Click the ‘**Delete Selected**’ button.
   
i. **NOTE:** You will not be allowed to delete a scheme that is being used by one or more grade book items.

### Copy a Grade Scheme

1. **Go to the course where you would like the grade scheme to be added.**
2. Click Grades on the top course navigation bar.
3. Click **Grades Schemes** in the left Grades Area.
4. Click **Copy** from the top menu.
5. Find the grade scheme you already created in another course and select the radio button in front of it.
6. Type in a New Scheme Name.
7. Click the Copy button.

   The grade scheme will now appear in the Grades Schemes List for that course.