GRADES – CREATE A GRADE SCHEME

Create and use grade schemes to organize learners' performance on grade items into levels of achievement. This tutorial shows how to create a grade scheme for your grade book.

Step 1.
On your **Grades** tool, go to **Schemes**.

Step 2.
Grade schemes created by your organization and share to you will display in the **Schemes** list. To create a new Scheme click **New Scheme**.

Step 3.
Enter a **name** for the new grade scheme. In this example we will be creating a general scheme for the course.

Step 4.
Begin defining the **Ranges** in your grade scheme. **Symbol** and **Start%** are required for each range. Symbols can be individual letters (e.g. A+ or B-) or words or phrases (e.g. Excellent or Needs Improvement).
Note that the first Start% value is defaulted to 0, when defining the Ranges you should start with the lowest level and work your way up.

Step 5.
You can also assign a color to the grade scheme to give your learners a visual indication of their performance. Click on the **context menu** under **Color** and select the color you want to associate with the range.

Step 6.
The **Assigned Value %** is where you enter the numeric grade you want learners to achieve when you evaluate them using the grade scheme.
If you do not enter the Assigned Value %, the Start % is used by default.
You can add additional ranges by clicking **Add Ranges**.

Step 7.
When you are ready, click **Save and Close.**