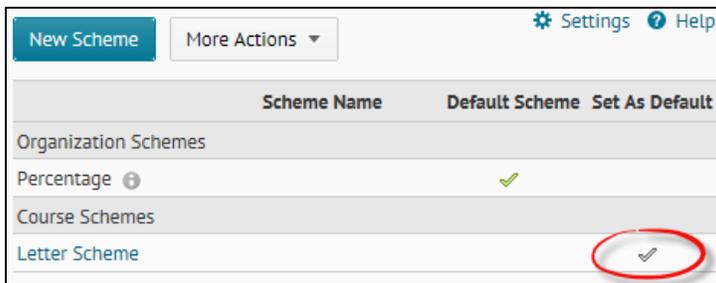




How to Create a Grade Scheme

By default, a simple Percentage scheme is visible under Schemes. It is suggested that you set up a letter grade scheme corresponding to what is outlined in your course syllabus.

Note: Some faculties have many standardized grading schemes prepopulated in this area.



The following help is provided:

- [Copy Grade Scheme](#)
- [Build Grade Scheme](#)

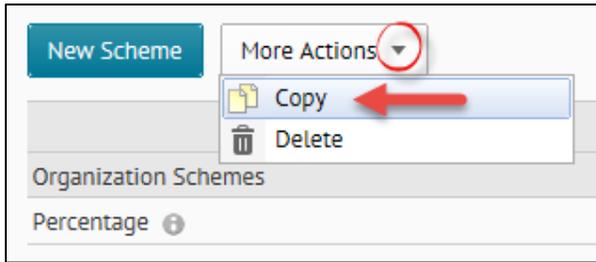
Copy a Grade Scheme

To copy a previously created scheme from another course in which you are an instructor:

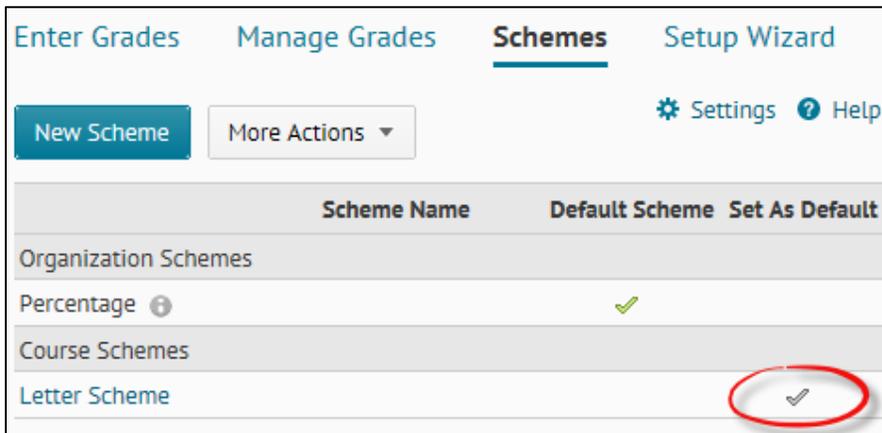
1. In the red navigation bar, click **Assessments**. From the dropdown menu, select **Grades**. Click **Schemes**.



2. Under **More Actions**, click **Copy**.

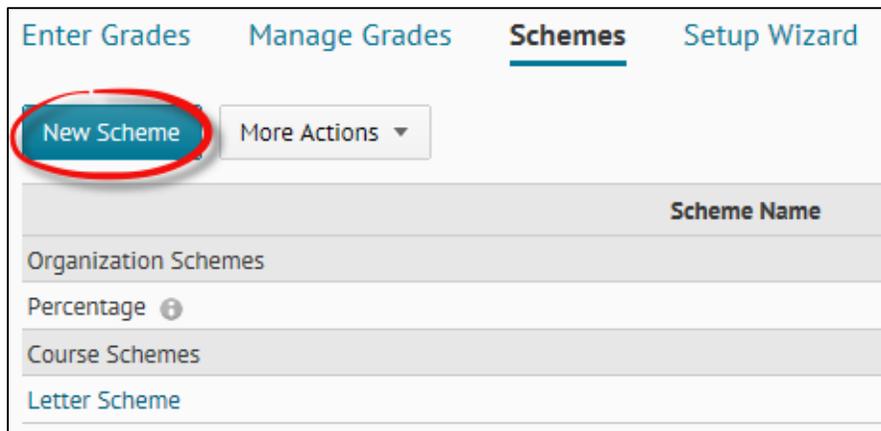


3. Search for the course that contains the letter grade scheme you want to copy. Choose the letter grade scheme. Give that scheme a new name and click **Copy**. Click on the grey checkbox to set your scheme as the default. For a more effective search, expand the “Show Search Options” section and check off all three boxes: Scheme Name, OU Code, and OU Name.



Build a Grade Scheme

1. In the red navigation bar, click **Assessments**. From the dropdown menu, select **Grades**. Click **Schemes**, and then click **New Scheme**.



2. **Name** the new scheme. For a standard letter scheme, **modify the range** to 12.

New Scheme

General

Name *

Short Name

Ranges

Range: default is 3. Standard letter scheme requires 12.

#	Symbol*	Start %*	Colour	Assigned Value %	Remove
1	<input type="text"/>	0	<input type="text" value=""/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="button" value=""/>
3	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text"/>	<input type="button" value=""/>

+ **Add Ranges** **Add 9 for standard letter scheme, and click Add Ranges**

3. **Fill in the fields** for each column (see illustration below) and **Save**:
- Symbol Column: Enter the Symbols (starting with F and working your way to A+)
 - Start %: Enter the value that that letter grade range starts at.
 - Colour (optional): Choose a colour to be associated with that letter grade.

- Assigned Value % (optional): Only if you want to be able to assign letter grades (not numeric values) from a drop down list in your gradebook (to be set up later). This value is what D2L will use to numerically calculate the score for a student's final average. If you plan to always create a numeric gradebook item, you can leave this column blank.

General

Name *

Standard Letter Scheme

Short Name

Ranges

#	Symbol*	Start %*	Colour	Assigned Value %	Remove
1	F	0		0	
2	D-	60		60	
3	D	64		64	
4	D+	67		67	
5	C-	70		70	
6	C	74		74	
7	C+	77		77	
8	B-	80		80	
9	B	84		84	
10	B+	87		87	
11	A-	90		90	
12	A	94		94	
13	A+	97		97	

+ Add Ranges 1

Save and Close Save Cancel