

Follow the steps sequentially.  
There are 7 steps to creating your  
basic Grade Scheme

## Setting Up Grade Schemes in D2L

**1** ← Settings ? Help

Enter Grades Manage Grades **Schemes** Setup Wizard

New Scheme More Actions

Scheme Name Default Scheme Set As Default

Organization Schemes

Percentage

Course Schemes

### New Scheme

General

Name \*

"COURSE NAME" - SCHEME

Short Name

Ranges

#	Symbol	Start %	Colour	Assigned Value %	Remove
1		0			
2					
3					

+ Add Ranges 9

Save and Close Save Cancel

New Scheme More Actions

Scheme Name Default Scheme Set As Default

Organization Schemes

Percentage

Course Schemes

**2** ↑

**3** →

**4** ←

**5** ←

**6** →

**7** ↑

BE SURE TO START WITH LOWEST GRADE RANGE AT THE TOP

GRADE RANGES MUST MATCH THE COURSE OUTLINE (ex. If you have 12 ranges – add 9 to the default 3 and “click” Add Ranges)

\*\* TO FINALIZE, SET “COURSE NAME” SCHEME AS YOUR DEFAULT. SIMPLY CLICK ON THE CHECK MARK - IT WILL NOW APPEAR AS A **GREEN** CHECKMARK AND WILL BE THE DEFAULT SCHEME USED TO IN YOUR GRADEBOOK \*\*

\*\* FOR ADDITIONAL DETAILS, SEE VIDEO: *How-To Grade Scheme*

**RECOMMENDED JOB AIDS:** Import Grades using .txt, Export a CSV gradebook and Importing a CSV gradebook