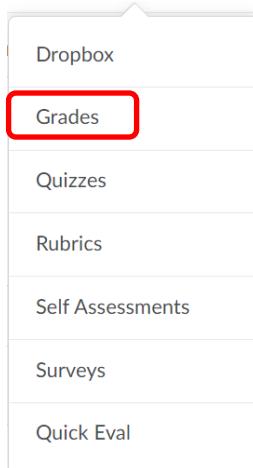


## How to set up grade schemes in D2L

1. In your D2L course navigate to Assessments from the navigation bar along the top.

Course Home Content Calendar Discussions Communication ▾ **Assessments ▾** My Tools ▾ Edit Course

2. Select Grades from the dropdown menu.



Dropbox

**Grades**

Quizzes

Rubrics

Self Assessments

Surveys

Quick Eval

3. Select Schemes from the task bar and click on New Scheme.

Enter Grades Manage Grades **Schemes** Setup Wizard

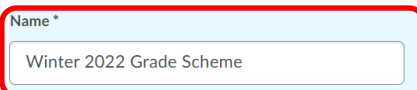


**New Scheme** More Actions ▾

4. Name your grade scheme and create a short name (optional).

### New Scheme

#### General



Name \*

Winter 2022 Grade Scheme

Short Name



W22

- Add grade ranges. Note: Grade ranges must match the course outline (ex. If you have 12 ranges – add 9 to the default 3 and click “add ranges”)

## Ranges

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

Number of Ranges
Add Ranges

- Starting with the lowest grade range, enter the grade scale to match your course outline. You can also assign a colour to each letter grade as you see fit. Once entered, click Save and Close.

\*Note: the Assigned Value % column will auto-fill once saved.

#	Symbol*	Start %*	Colour	Assigned Value %	Remove
1	<input type="text" value="F"/>	0	<input type="text"/>	<input type="text"/>	
2	<input type="text" value="D"/>	<input type="text" value="50"/>	<input type="text"/>	<input type="text"/>	
3	<input type="text" value="D+"/>	<input type="text" value="52"/>	<input type="text"/>	<input type="text"/>	
4	<input type="text" value="C-"/>	<input type="text" value="55"/>	<input type="text"/>	<input type="text"/>	
5	<input type="text" value="C"/>	<input type="text" value="60"/>	<input type="text"/>	<input type="text"/>	
6	<input type="text" value="C+"/>	<input type="text" value="65"/>	<input type="text"/>	<input type="text"/>	
7	<input type="text" value="B-"/>	<input type="text" value="70"/>	<input type="text"/>	<input type="text"/>	
8	<input type="text" value="B"/>	<input type="text" value="75"/>	<input type="text"/>	<input type="text"/>	
9	<input type="text" value="B+"/>	<input type="text" value="80"/>	<input type="text"/>	<input type="text"/>	
10	<input type="text" value="A-"/>	<input type="text" value="85"/>	<input type="text"/>	<input type="text"/>	
11	<input type="text" value="A"/>	<input type="text" value="90"/>	<input type="text"/>	<input type="text"/>	
12	<input type="text" value="A+"/>	<input type="text" value="95"/>	<input type="text"/>	<input type="text"/>	

Number of Ranges

Add Ranges

Save and Close
Save
Cancel

7. To finalize, set the new grade scheme as your default by clicking on the check mark. D2L will ask “Are you sure you want to set this as the default grade scheme?” – click yes.

Enter Grades   Manage Grades   **Schemes**   Setup Wizard

 Settings    Help

**New Scheme**   More Actions ▼

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage ?	✓	
Course Schemes		
Winter 2022 Grade Scheme		<input checked="" type="checkbox"/>

8. This grade scheme is now set as the default grade scheme for your course.

Enter Grades   Manage Grades   **Schemes**   Setup Wizard

 Settings    Help

**New Scheme**   More Actions ▼

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage ?		✓
Course Schemes		
Winter 2022 Grade Scheme	✓	