This tutorial will walk you through setting up your "Scheme" (grading scale) for your gradebook.

**Step 1 - Navigate to your gradebook**
Step 2 - Schemes

Select "Schemes"
Step 3 - More Actions & Copy

To create your customized University Scale grading scheme you will need to copy the "Sample University Scale" and then make adjustments.

![Image of Scheme Management](image)

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>Default Scheme</th>
<th>Set As Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Point Scale</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>95, 90, 85, 80, 75, 70, 65 Scale</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Credit/NoCredit</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Pass/Fail</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Sample University Scale</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 4 - Select "Sample University Scale"
Step 5 - Select "Copy of Sample University Scale"

You will now see that "Copy of Sample University Scale" has a check mark.

Click on the Blue hyperlink to go to view and edit the scale.
Step 6 - Update the base point for each grade range

1. Change the Name of your grading scale

2. Change the base point values. You may click into each box to update the bottom score for each range.

Be sure to do this in both boxes for "Start %" and "Assigned Value %"

Example: If you want students to receive an A starting at 92% you must change both boxes to read 92

3. Save and close