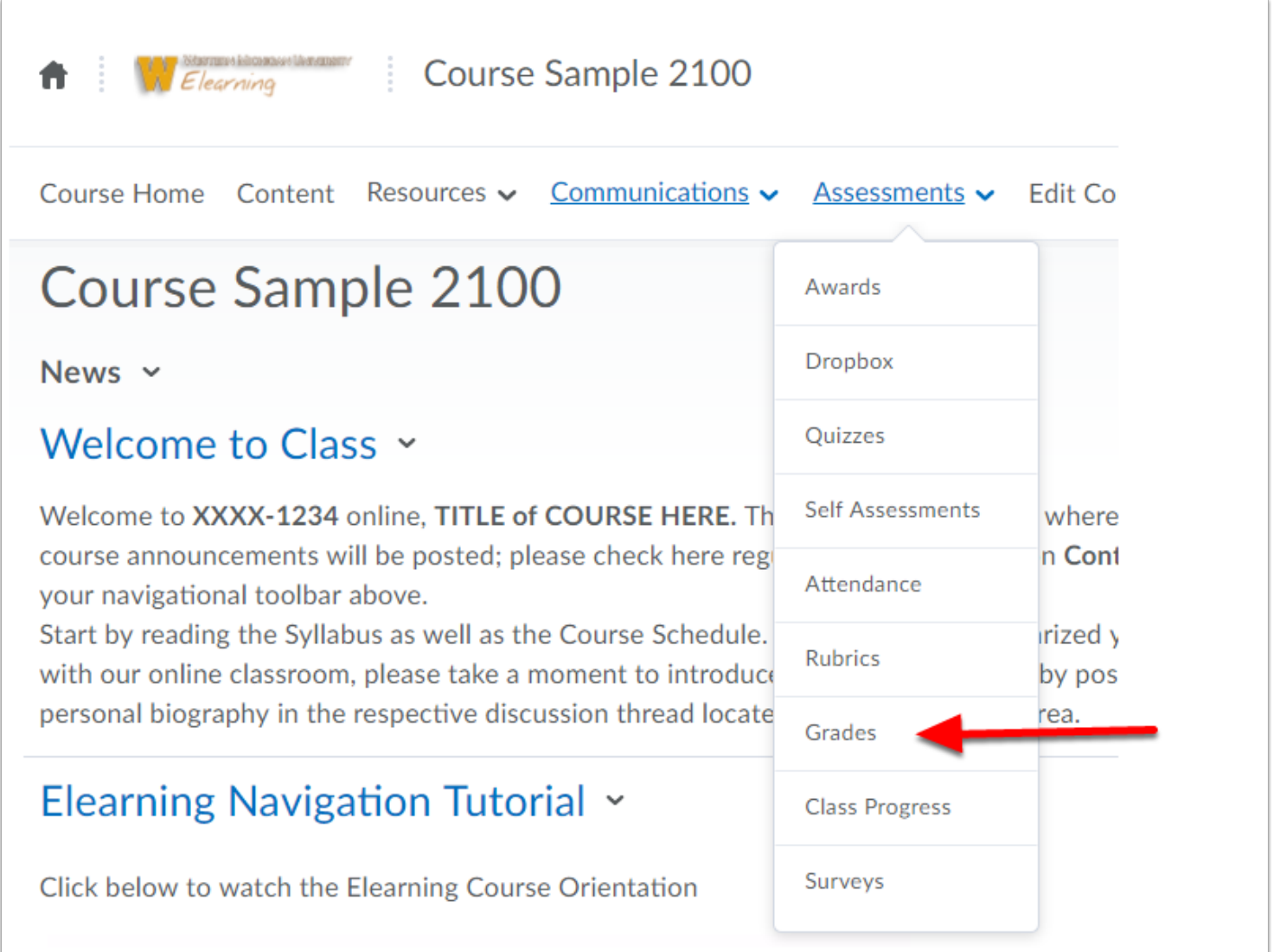


This tutorial will walk you through setting up your "Scheme" (grading scale) for your gradebook.

Step 1 - Navigate to your gradebook

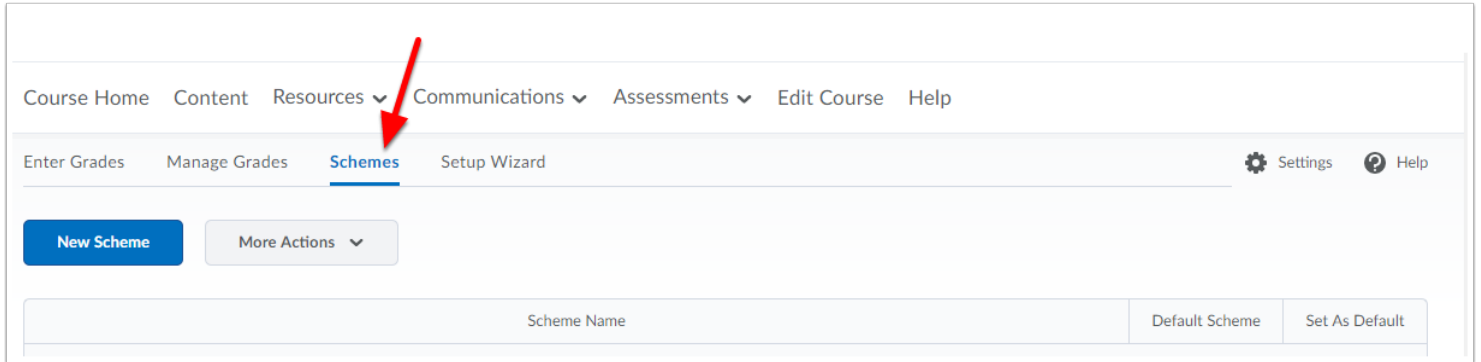


The screenshot shows a course page for "Course Sample 2100". At the top, there is a navigation bar with a home icon, the Western Michigan University Elearning logo, and the course title. Below this is a secondary navigation bar with links for "Course Home", "Content", "Resources", "Communications", "Assessments", and "Edit Co". The "Assessments" link is highlighted with a blue underline, and a dropdown menu is open, listing various assessment types: Awards, Dropbox, Quizzes, Self Assessments, Attendance, Rubrics, Grades, Class Progress, and Surveys. A red arrow points to the "Grades" option in the dropdown menu. The main content area of the page includes a "News" section with a "Welcome to Class" link and a paragraph of introductory text. At the bottom, there is a link to an "Elearning Navigation Tutorial".

Create Gradebook Schemes (Grading Scale)

Step 2 - Schemes

Select "Schemes"

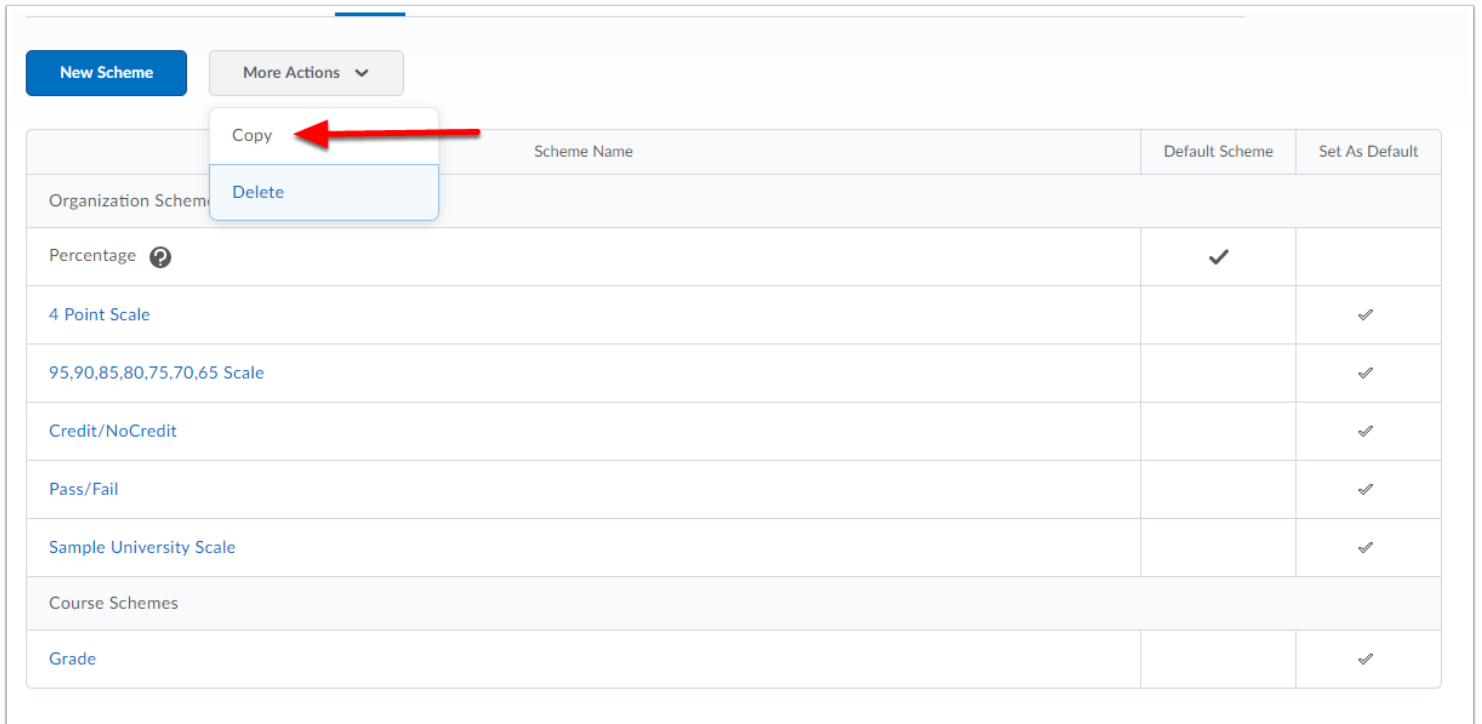


The screenshot shows a navigation menu with the following items: Course Home, Content, Resources (with a dropdown arrow), Communications (with a dropdown arrow), Assessments (with a dropdown arrow), Edit Course, and Help. Below this is a secondary menu with Enter Grades, Manage Grades, Schemes (highlighted with a red arrow and a blue underline), and Setup Wizard. On the right side of the secondary menu are Settings (gear icon) and Help (question mark icon). Below the menu is a 'New Scheme' button and a 'More Actions' dropdown menu. At the bottom, there is a table with columns for Scheme Name, Default Scheme, and Set As Default.

Scheme Name	Default Scheme	Set As Default
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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.



	Scheme Name	Default Scheme	Set As Default
Organization Schem			
Percentage ?		✓	
4 Point Scale			✓
95,90,85,80,75,70,65 Scale			✓
Credit/NoCredit			✓
Pass/Fail			✓
Sample University Scale			✓
Course Schemes			
Grade			✓

Step 4 - Select "Sample University Scale"

Copy a Scheme

Search For...  [Show Search Options](#)

	Scheme Name
Elearning - Western Michigan University	
<input type="radio"/>	4 Point Scale
<input type="radio"/>	95,90,85,80,75,70,65 Scale
<input type="radio"/>	Credit/NoCredit
<input type="radio"/>	Pass/Fail
<input checked="" type="radio"/>	Sample University Scale
CS 1120 - Computer Science II - Fall 2013 (XLSCS1120.201340)	
<input type="radio"/>	CS1120 Fall2013
HSV 4200- Master-fall-2015 (HSV 4200M)	
<input type="radio"/>	FirstGrades
MKTG 3710 - Marketing Research - Spring 2013 (XLSMKTG3710V.201310)	
<input type="radio"/>	MKTG 3710 scale--Adjusted
MKTG 3710 - Marketing Research - Spring 2013 (XLSMKTG3710V.201310)	
<input type="radio"/>	MKTG 3710 scale--Adjusted
MKTG 3710 - Marketing Research - Spring 2013 (XLSMKTG3710V.201310)	
<input type="radio"/>	MKTG 3710 scale--Adjusted

Create Gradebook Schemes (Grading 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.

[New Scheme](#) More Actions ▾

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage ⓘ	✓	
4 Point Scale		✓
95,90,85,80,75,70,65 Scale		✓
Credit/NoCredit		✓
Pass/Fail		✓
Sample University Scale		✓
Course Schemes		
Copy of Sample University Scale ←		✓
Grade		✓

Create Gradebook Schemes (Grading 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
















General

Name *

  1

Short Name

Ranges

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	<input type="text" value="E"/>	<input type="text" value="0"/>		<input type="text" value="0"/>	
2	<input type="text" value="D"/>	<input type="text" value="64"/>		<input type="text" value="64"/>	
3	<input type="text" value="DC"/>	<input type="text" value="67"/>		<input type="text" value="67"/>	
4	<input type="text" value="C"/>	<input type="text" value="74"/>		<input type="text" value="74"/>	
5	<input type="text" value="CB"/>	<input type="text" value="77"/>		<input type="text" value="77"/>	
6	<input type="text" value="B"/>	<input type="text" value="84"/>		<input type="text" value="84"/>	
7	<input type="text" value="BA"/>	<input type="text" value="88"/>		<input type="text" value="88"/>	
8	<input type="text" value="A"/>	<input type="text" value="94"/> 2		<input type="text" value="94"/>	

3