

How to Create Grade Schemes

Quick Summary

Grade schemes are not required for your course. However, if you prefer to use plus and minus letter grades or other schemes such as complete/incomplete or levels of achievement, you will need to create a scheme for your course.

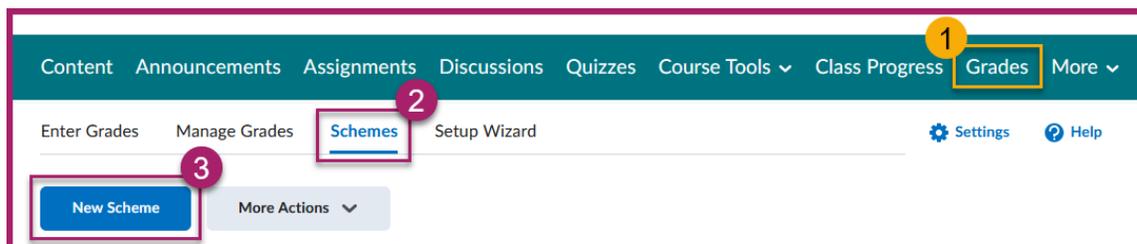
Video

If you prefer a video version of this content, please select the hyperlink below. Note that this video shows an older version of the Tri-C Brightspace course site; aspects of the layout may appear slightly different. However, the steps are the same.

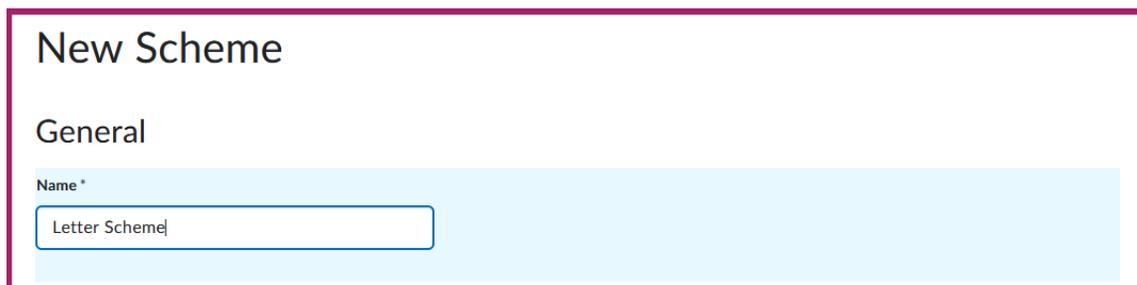
[Grade Schemes: Letter Scheme](#)

Creating a Grade Scheme: Letter Scheme

From the course homepage, select **Grades** from the navigation bar, or from your **Course Admin** link via **Course Tools** tab. Next, select **Schemes**. You will see Organization Schemes available: a percentage scheme (default) and two letter schemes. To create your own scheme, select **New Scheme**.



Enter a name for your scheme (example: “Letter Scheme”).

A screenshot of the 'New Scheme' form. The form has a title 'New Scheme' and a section 'General'. Under 'General', there is a 'Name *' label and a text input field containing the text 'Letter Scheme'. The input field is highlighted with a red box.

Below the table, enter the number of ranges you will need, then select **Add Ranges**. This number will vary depending on how you want to set up your letter grading system.

A screenshot of the 'Number of Ranges' form. The form has a label 'Number of Ranges' and an input field containing the number '9'. To the right of the input field is an 'Add Ranges' button, which is highlighted with a red box.

In the first row of the Ranges table, enter a symbol (Column 1) for the lowest score range, where the **Start %** (starting percentage, Column 2) will default to zero. Next, enter the symbol and Start % for the 2nd lowest score range in the second row. The Start % here will determine where the lowest range ends (59%) and the 2nd lowest range begins (60%). Continue to enter the Symbol and Start % for each range in your scheme.

You can also choose to add a color label (Column 3) to each range as a visual indicator, which can help you quickly identify trends in Grades displays.

The Assigned Value Percentage (Column 4), which defines the numeric value assigned to learners if their score falls within a given range, will default to the entered Start % unless you enter another value.

Ranges					
#	1 Symbol*	2 Start %*	3 Color	4 Assigned Value %	Remove
1	F	0		0	
2	D	60		60	
3	C	70		70	
4	B-	80		80	
5	B	83		83	
6	B+	87		87	
7	A-	90		90	
8	A	93		93	
9	A+	97		97	

When you are done, select **Save and Close**. You will return to the Schemes main menu.

The scheme you created now appears under **Course Schemes**. Finally, to set the scheme you created as the default for your course, click the check mark for that scheme.

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Letter (A=90-100%, B=80-89.99%, C=70-79.99%, D=60-69.99%, F=0-59.99%)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Letter (A=93-100%, B=85-92.99%, C=78-84.99%, F=0-77.99%)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Course Schemes		
Letter Scheme	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Once selected, the check mark will now display in the “Default Scheme” column.

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage ⓘ		✓
Letter (A=90-100%, B=80-89.99%, C=70-79.99%, D=60-69.99%, F=0-59.99%)		✓
Letter (A=93-100%, B=85-92.99%, C=78-84.99%, F=0-77.99%)		✓
Course Schemes		
Letter Scheme	✓	

Need Help?

If you need help accessing Brightspace or your Grades, finding and changing specific settings, or have other technical issues, please contact the [Help Desk](#).

If you would like to discuss authentic assessments, appropriate settings for your course, or have an instructional designer review your gradebook, please [book a consultation](#).