



# Black Hills State University Instructional Design

## Grade Scheme

- Click 'Grades' from the dropdown menu of 'Assessments' to go to the 'Enter Grades' page
- Click 'Schemes' > 'New Schemes' to go to the 'New Scheme' page

Enter Grades	Manage Grades	<b>Schemes</b>	Setup Wizard
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- Enter a 'Name' for the scheme
- Enter a 'Short Name' to display in the grade book
- Under **Ranges > Symbol**
  - Enter the symbol to be displayed
    - Example: "A" or "Excellent" or "4.0"
- Under **Ranges > Start %**
  - Enter the lowest grade of the next range's Start %
    - Example: 0%, 16%, 26% ...
- Under **Ranges > Color**
  - Select the color to be associated with the range
- Under **Ranges > Assigned Value %**
  - Enter the highest grade of the next range's Start %
    - Example: 15%, 25%, 50% ...
- Click 'Add Ranges' to add additional ranges
- Click 'Save and Close'

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	<input type="text"/>	0		<input type="text" value="15"/>	
2	<input type="text"/>	<input type="text" value="16"/>		<input type="text" value="25"/>	
3	<input type="text"/>	<input type="text" value="26"/>		<input type="text" value="50"/>	

+ Add Ranges

	Last Name • First Name	Final Grades	Discussions		Assignment 1	Final Grades	
		Final Calculated Grade	Discussion 1	Discussions 2	Assignment 1	Final Calculated Grade	Final Adjusted Grade
<input type="checkbox"/>	Student	20 / 40, Y	3 / 10, Z	5 / 10, Y	10 / 10, X	20 / 40, Y	- / -,