Follow the steps sequentially. There are 7 steps to creating your basic Grade Scheme.

1. Setting Up Grade Schemes in D2L
2. New Scheme
3. Enter Grades
4. Manage Grades
5. Schemes
6. Setup Wizard
7. Default Scheme

** FOR ADDITIONAL DETAILS, SEE VIDEO: How-To Grade Scheme

RECOMMENDED JOB AIDS: Import Grades using .txt, Export a CSV gradebook and Importing a CSV gradebook

BE SURE TO START WITH LOWEST GRADE RANGE AT THE TOP

GRADE RANGES MUST MATCH THE COURSE OUTLINE (ex. If you have 12 ranges – add 9 to the default 3 and “click” Add Ranges

** TO FINALIZE, SET “COURSE NAME” SCHEME AS YOUR DEFAULT. SIMPLY CLICK ON THE CHECK MARK - IT WILL NOW APPEAR AS A GREEN CHECKMARK AND WILL BE THE DEFAULT SCHEME USED TO IN YOUR GRADEBOOK **