

Nashville State Community College

Using Grade Schemes in D2L

Create a custom grade scheme in D2L/NS Online, such as A-B letter grading, to reflect your specific expectations of students.

Office of Online Learning

Introduction to Grade Schemes

A **grade scheme** allows you to organize students' performance into different levels of achievement.

Some examples of grade schemes might include:

Scheme Type	How Student Performance is Represented
Percentage	0-100%
Letter Grade	A, B, C, D, F
Performance-Based	Exceeds Expectations, Meets Expectations, Below Expectations

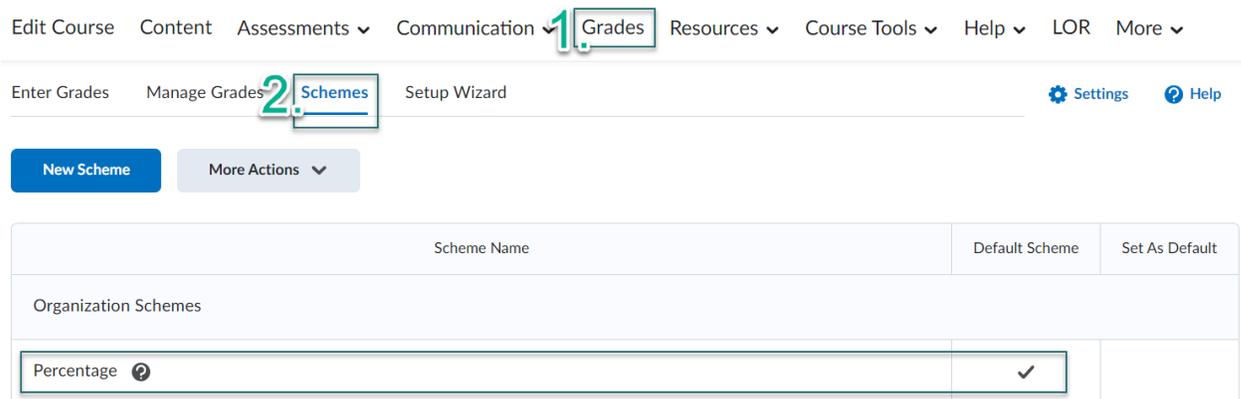
The Default Grade Scheme

D2L also allows you to specify what grade scheme you would like to use in your grade book. Every grade book inside of D2L is assigned to a **default scheme**. By default, your grade book will use NSCC's **Organization Scheme**, which is **Percentage**-based. Unless the default is changed, this means that student grades will always display as a percentage out of 100%, like so:

quiz1 ▼	quiz2 ▼	quiz3 ▼	quiz4 ▼	quiz 5 ▼
? 30 %	? 0 %	? 75 %	? 61.9 %	? 90 %
? 55 %	? 55 %	? 80 %	? 76.19 %	? 85 %
? 100 %	? 85 %	? 100 %	? 80.95 %	? 90 %

To view the default scheme used in your course,

1. Go to **Grades**
2. Open the **Schemes** tab at the top.



The screenshot shows the D2L interface with the 'Grades' menu item highlighted with a red '1' and the 'Schemes' sub-menu item highlighted with a red '2'. Below the navigation bar, there are buttons for 'New Scheme' and 'More Actions'. A table displays the 'Organization Schemes' with columns for 'Scheme Name', 'Default Scheme', and 'Set As Default'. The 'Percentage' scheme is listed with a checkmark in the 'Default Scheme' column.

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage 	<input checked="" type="checkbox"/>	

The scheme with the check mark next to it in the **Default Scheme** column is set as the default. Unless you have changed it to a custom grade scheme, it will be the **Percentage** scheme.

Create a Custom Grade Scheme

Some instructors may want to create their own custom grade scheme. For example, if an instructor wanted grades in D2L to display to students as **letter grades (A-F)**, rather than as a percentage (0-100%), they would need to create a custom grade scheme.

To create a custom grade scheme,

1. Go to **Grades**
2. Open the **Schemes** tab at the top.
3. Select **New Scheme**

The screenshot shows the D2L navigation menu with the following items: Edit Course, Content, Assessments (with a dropdown arrow), Communication (with a dropdown arrow), Grades (highlighted with a green box and a '1'), and Resources (with a dropdown arrow). Below this, the 'Grades' sub-menu is open, showing Enter Grades, Manage Grades (with a dropdown arrow), Schemes (highlighted with a green box and a '2'), and Setup Wizard. Under the 'Schemes' tab, there is a 'New Scheme' button (highlighted with a green box and a '3') and a 'More Actions' button with a dropdown arrow. Below the navigation is a table with the following content:

Scheme Name
Organization Schemes
Percentage 

4. **Name** your grade scheme (i.e. A-F Grade Scheme)

New Scheme

General

Name *

A-F Grade Scheme

- In the **Ranges** area, you will define your scheme or grade rating scale.
- In the **Symbol** column, put what you would like to display as the student's grade, for each level of performance. Start with the **lowest** level of performance, and move up to the **highest**. If you are making an A-F letter grading scale, you would put in F, D, C, B, and A. If you want a text rating, put in how you would like to describe each performance level (i.e. Below Expectations, Meets Expectations, Exceeds Expectations). **Add Ranges** to add additional rows, if needed.

Ranges

#	Symbol*	Start %*
1	<input type="text" value="F"/>	0
2	<input type="text" value="D"/>	<input type="text"/>
3	<input type="text" value="C"/>	<input type="text"/>
4	<input type="text" value="B"/>	<input type="text"/>
5	<input type="text" value="A"/>	<input type="text"/>

Number of Ranges

7. Next, in the **Start %** column, put in what percentage grade each grade range will start with. The lowest grade level by default begins as 0%. Then, in the **Assigned Value %** column, put the highest possible percentage grade associated with that grade. For example, a grade of C typically will start at 70% and end at 79%, a grade of B will start at 80% and end at 89%, etc.

#	Symbol*	Start %*	Color	Assigned Value %
1	F	0		59
2	D	60		69
3	C	70		79
4	B	80		89
5	A	90		100

8. **Optional:** associate a **Color** with each range level to color-code your gradebook.

#	Symbol*	Start %*	Color	Assigned Value %
1	F	0		59
2	D	60		69
3	C	70		79
4	B	80		89
5	A	90		100

9. **Save and close.** Your new grading scheme will now be listed in the **Schemes** area.

[New Scheme](#) [More Actions](#) ▼

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage ⓘ	✓	
Course Schemes		
A-F Grading Scheme		✓
letter grade		✓

Change the Default Grade Scheme

After you create a custom grade scheme, you must manually change the default to that scheme to start using it in your course.

To change the default grade scheme,

1. Go to the **Schemes** page inside **Grades**.
2. Click on the check mark next to the desired scheme, in the column, **Set as Default**.

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage 	✓	
Course Schemes		
A-F Grading Scheme		<input checked="" type="checkbox"/>
letter grade		✓

3. Select **Yes** when prompted.

Confirmation

Are you sure you want to set 'A-F Grading Scheme' as the default grade scheme for the org unit?



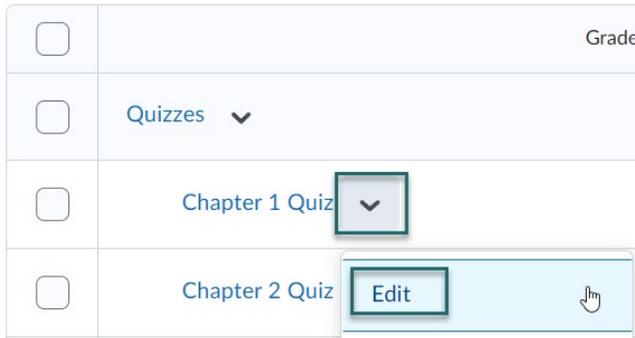
4. The selected scheme will now be checked as the **Default Scheme**. Your grade book will now display student grades according to the scheme you created.

Final Grades		
Final Calculated Grade ▼	Grid Projects ▼	Subtotal
A- <i>⌀</i>	A-	56 / 60, A-
B- <i>⌀</i>	B-	51 / 60, B-
B- <i>⌀</i>	B-	51 / 60, B-
C <i>⌀</i>	C	48 / 60, C
C- <i>⌀</i>	C-	46 / 60, C-
C <i>⌀</i>	C	48 / 60, C

Change the Grade Scheme for a Single Grade Item

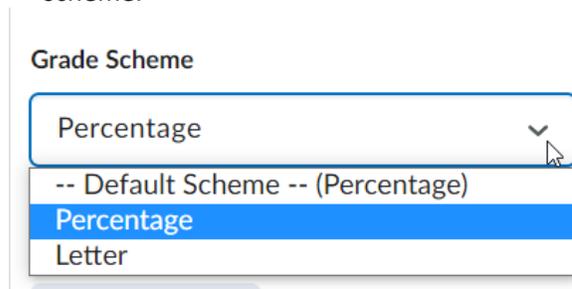
It is possible to apply a different grade scheme to some individual grade items. For example, you might have a grade item that is graded using an A-F scheme, and another that is graded using a percentage from 0-100%. Note that you can also follow these steps to change how the **Final Calculated Grade** displays.

1. Inside **Grades**, go to **Manage Grades**.
2. Select the down arrow next to the grade item you would like to change the scheme for and **Edit**.



<input type="checkbox"/>		Grade
<input type="checkbox"/>	Quizzes	▼
<input type="checkbox"/>	Chapter 1 Quiz	▼
<input type="checkbox"/>	Chapter 2 Quiz	Edit 

3. Scroll down the **Grade Scheme** drop down box. Change the Grade Scheme to the desired scheme.

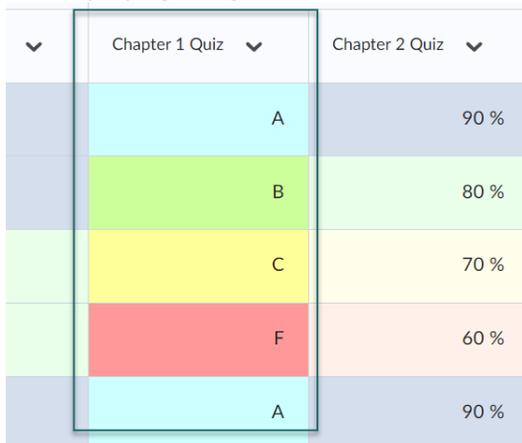


Grade Scheme

Percentage ▼

- Default Scheme -- (Percentage)
- Percentage
- Letter

4. Select **Save and Close**. If you go to **Enter Grades**, you will see student grades for that item displaying using the new scheme.



▼	Chapter 1 Quiz ▼	Chapter 2 Quiz ▼
	A	90 %
	B	80 %
	C	70 %
	F	60 %
	A	90 %

Import a Grade Scheme from Another Course

You can import grade schemes from one course into another. The process for doing this is different than importing other course content from one shell into another.

First, start in the course you want to import **into**.

1. Go to **Grades**.
2. In Grades, go to the **Schemes** tab at the top.
3. Click on **More Actions**.
4. Select **Copy** from the drop-down menu.

The screenshot shows the D2L interface for a course. The header includes the Nashville State Community College logo and the course ID 'COM-1110-N01 - Intro to Visu...'. The navigation bar contains 'Edit Course', 'Content', 'Assessments', 'Communication', 'Grades', 'Resources', and 'Course 1'. The 'Grades' tab is selected and highlighted with a red box and a '1.' annotation. Below the navigation bar is a sub-navigation bar with 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. The 'Schemes' tab is selected and highlighted with a red box and a '2.' annotation. Below the sub-navigation bar is a 'New Scheme' button and a 'More Actions' dropdown menu. The 'More Actions' dropdown menu is open, showing 'Copy' and 'Delete' options. The 'Copy' option is highlighted with a red box and a '4.' annotation. A '3.' annotation points to the 'More Actions' dropdown menu. The main content area shows a table with columns for 'Scheme Name' and 'Percentage'. The 'Percentage' column has a question mark icon.

5. You will see all of your custom grade schemes from your courses. Find the course you want to copy **from** in the list. Select the desired grade scheme and click **Copy**.

COM-1140-N01 - Design Fundamentals (81226.202280)

<input checked="" type="radio"/>	VisCom Letter Grades
<input type="radio"/>	VisCom Letter Grades

COM-1140-N40 - Design Fundamentals (11851.202210)

6. You will be returned to the **Schemes** page and will see the imported grade scheme in the list now, as a “Copy of” the original scheme.

Enter Grades Manage Grades **Schemes** Setup Wizard [Settings](#) [Help](#)

 ▼

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage ?		✓
Course Schemes		
Copy of VisCom Letter Grades		✓
letter grade		✓
VisCom Letter Grades	✓	

7. To change the default grade scheme to the scheme you just copied, [follow the steps above](#).