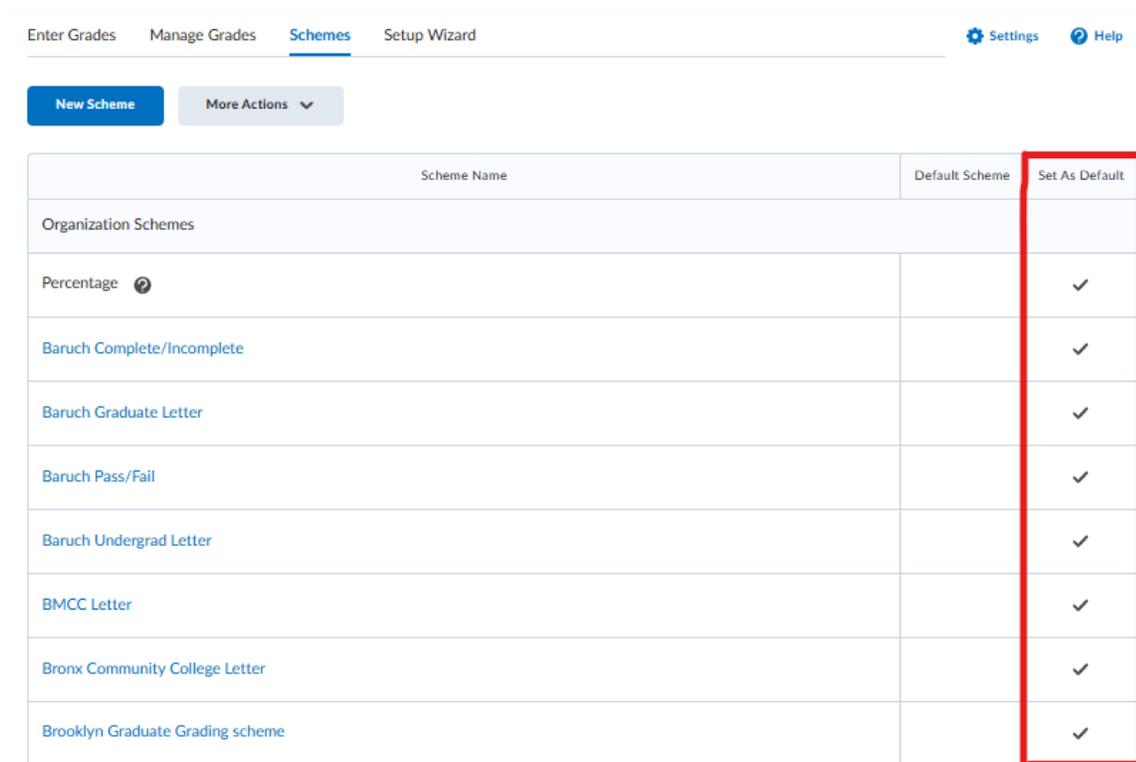


## Grade Scheme

### Organization Schemes

Organization-level schemes are created by administrators, but you can review these schemes and their properties as well as review and change which schemes are set as default

1. Log onto Brightspace using CUNY credentials and select the course in which you would like to work in.
2. Once in the course, on the navigation bar click on the **Grades** tab.
3. Next click on **Schemes**
4. In the **Schemes** tab, in the **Organization Schemes** list, click the scheme you want to review.



Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage 		✓
Baruch Complete/Incomplete		✓
Baruch Graduate Letter		✓
Baruch Pass/Fail		✓
Baruch Undergrad Letter		✓
BMCC Letter		✓
Bronx Community College Letter		✓
Brooklyn Graduate Grading scheme		✓

Figure 1 Brightspace software interface showing a list of grading schemes with checkmarks in the "Set As Default" column. "Set as Default" column is highlighted in red.

Note: The Set as Default column indicates the schemes that you can set to replace the existing default scheme. Click the checkmark to set a new default.

5. To review the organization-level scheme click on the organization scheme you would like to view.

## Grade Scheme

### Edit - Queensborough Letter

#### General

Name \*

Queensborough Letter

Short Name

QCC Letter

#### Ranges

#	Symbol*	Start %*	Color	Assigned Value %
1	F	0	<input type="checkbox"/>	59.9
2	D-	60	<input type="checkbox"/>	63.9
3	D	64	<input type="checkbox"/>	66.9
4	D+	67	<input type="checkbox"/>	69.9
5	C-	70	<input type="checkbox"/>	73.9
6	C	74	<input type="checkbox"/>	76.9
7	C+	77	<input type="checkbox"/>	79.9
8	B-	80	<input type="checkbox"/>	83.9
9	B	84	<input type="checkbox"/>	86.9
10	B+	87	<input type="checkbox"/>	89.9
11	A-	90	<input type="checkbox"/>	95.9
12	A	96	<input type="checkbox"/>	100

Save and Close

Save

Cancel

Figure 2 Image shows a grade scheme selection process with various options listed in a table.

#### 6. Click **Save and Close**

## Grade Scheme

### Create a new grade scheme

You can create a new grade scheme that enables you to choose a grade range and other properties.

1. In the **Schemes** tab, click **New Scheme**

Enter Grades    Manage Grades    **Schemes**    Setup Wizard



Figure 1 Displays a menu with "Schemes" selected and "New Scheme" button outlined in red.

2. Once in the **New Schemes** tab input the information

### New Scheme

#### General

Name\*

Short Name

#### Ranges

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Number of Ranges  
    Add Ranges

Save and Close    Save    Cancel

Figure 2 Displays how to create a new scheme with input fields, a table for ranges, and save options.

To fill out include the following information

Name

- Short Name



## Grade Scheme

- Ranges, including:
- Symbol or text you want to display in Grades when the grade is set. For example, letter grade (A+, A, B+, B and so on), Pass/Fail, or text (Needs work, Proficient, Excels).
- Start % that defines the starting threshold for the proficiency range.
- Color that provides a visual cue in Grades to quickly identify grade trends.
- Assigned Value % defines the numeric grade you want learners to achieve when you evaluate them using this grade scheme.

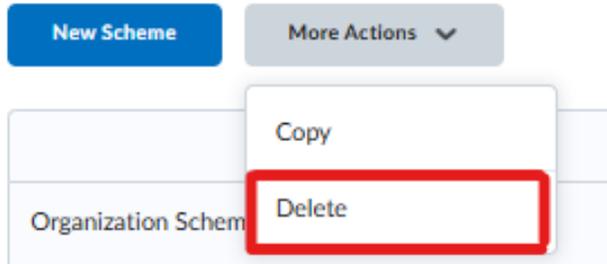
Note: To add more ranges, enter the number of new ranges and click **Add Ranges**.

3. Click **Save and Close**

## Grade Scheme

### Copy or delete schemes

1. In the **Schemes** tab, click **More Actions**



*Figure 1 Displays dropdown menu with options Copy, Paste, and highlighted Delete.*

2. Do one of the following:
  - Click **Copy** to copy an existing custom scheme within your course.
  - Click **Delete** to remove an existing custom scheme within your course.