This guide explains how to set existing grade schemes and create new grade schemes. Default grade schemes include a percentage option and several letter options.

### Select Existing Grade Scheme

You can select one of the default grade schemes. You can also select a grade scheme using the Setup Wizard; refer to the **Setup Grades** guide for more information.

1. Access your course and select the **Grades** tab.
2. Click the **Schemes** tab near the top of the screen.
3. Click the checkmark to the right of the scheme you wish to use in the **Set as Default** column and click **Yes**. **NOTE:** If you select Percentage, you can change it at the end of the semester to display as a letter grade to export to CampS. Refer to the **Calculate and Submit Final Grades** guide for more information.
4. Click **Yes** in the confirmation dialog box.

### Copy and Edit Existing Scheme

You can copy an existing grade scheme and modify it to suit your preferences.

1. Access your course and select the **Grades** tab.
2. Click **Schemes** tab near the top of the screen.
3. Click the **More Actions drop-down arrow** above the list of schemes and select **Copy**.
4. Select the radio button in front of the scheme to be copied.
5. Click the title of the new scheme to open it and make the necessary modifications. **EXAMPLE:** Rename your scheme and change some or all of the Start % figures and the Assigned Value % figures.
6. Click **Save and Close**.
7. Complete the **Select Existing Grade Scheme** section of this guide to apply the new or modified scheme to your course.