How do I add a grading scheme in a course?

If you would like to use a grading scheme that your institution has not created on the account level, you can create a new grading scheme for your course. View examples of common grading schemes .

Note: Your grading scheme will not take effect until it has been enabled for the course.

Open Settings

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In Course Navigation, click the **Settings** link.

Open Course Details

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Click the **Course Details** tab.

Enable Grading Scheme

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Click the **Enable course grading scheme** checkbox.

Add New Grading Scheme

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Click the **Add New Grading Scheme** button.

Edit Grading Scheme

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Create a title in the **Grading Scheme Name** field [1].

You can choose to have the grading scheme by percentage or points [2].

For each line item, edit the name in the **Letter Grade** field [3].

Edit the minimum end of each individual range in the To [Number] % field [4].

The grading scheme must contain a full range from 100% to 0%.

Add Range

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If you need to add ranges, click the **Add** button [1]. You can remove individual ranges by clicking the **Delete** button [2]. When you are finished editing your grading scheme, click the **Save** button [3].

Manage Grading Schemes

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Canvas displays the current grading scheme enabled by your institution, if any [1]. To manage grading schemes in your course, click the **Manage All Grading Schemes** link [2].

Modify Grading Scheme

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Your new grading scheme displays alphabetically in the **Grading Scheme Name** column [1].

You can duplicate the grading scheme [2], edit the grading scheme [3], archive the grading scheme [4], and delete a grading scheme by clicking the **Delete** icon [5].

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