

How do I duplicate a grading scheme in a course?

You can copy and duplicate grading schemes in your 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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If the checkbox has not been selected, click the **Enable course grading scheme** checkbox.

View Grading Scheme

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Click the **Grading Scheme** drop-down menu [1] and then click a grading scheme [2].

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To duplicate the grading scheme, click the **Copy** button.

Note: You can also duplicate a grading scheme by [clicking the Manage All Grading Schemes link](#).

Duplicate Grading Scheme

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To confirm duplication, click the **Duplicate** button.

Edit Duplicated Grading Scheme Details

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Edit the 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 grading scheme name in the **Letter Grade** field [3].

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

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].

View Duplicated Grading Scheme

[View Duplicated Grading Scheme](#)

View the copied and edited grading scheme.

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