

How do I edit a grading scheme in a course?

When you [create grading schemes in your course](#), you can edit grading schemes.

Notes:

- You can only edit grading schemes that have not been used for grading.
- You cannot edit account level grading schemes in a 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.

Open Grading Scheme

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

View and Edit Grading Scheme

View Grading Scheme

To view and edit the grading scheme, click the **View** button.

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

Edit Grading Scheme

Edit Grading Scheme

You can edit the grading scheme by clicking the **Edit** button.

Notes:

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Edit 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 Edited Grading Scheme

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View the edited grading scheme.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-a-grading-scheme-in-a-course/ta-p/601385>]

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