



Creating a Custom Grade Scheme – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved in creating a new **Grade Scheme** which can be attached to any Grade Item, including a Final Grade item. This is useful if you are wanting to give Competency-based grades (like Complete, Incomplete, etc.) to students. Note that in the D2L Grades tool, the Percentage scheme is the default, and there is also a **Camosun Standard Grading Scheme** already created for you which you can apply to traditional Final Grades. For this scenario, we will create a Competency Grading Scheme which you could replicate for Competency Based Final Grades.

When using a Grade Scheme, enter marks for Grade Items as you normally would (for example, as numbers for a Numeric item), and the Scheme will convert the number/percentage to the Grade Scheme symbol you set up.

Steps

1. Go to the **Grades** tool in your course.
2. Click **Schemes**.

The screenshot shows the D2L Grades tool interface for 'Training Course 03'. The navigation bar includes 'Course Home', 'My Tools', 'Edit Course', 'Accessibility Report', 'Collaborate', 'Course Media', and 'My Media'. The main menu has 'Enter Grades', 'Manage Grades', and 'Schemes' (highlighted with a red box and a red arrow). Below the menu are 'New' and 'More Actions' buttons. A note states: 'Final Calculated Grade' sums to 140%, not 100%. Verify the total weight of all top level categories and items is 100%. There is a 'Bulk Edit' link. A table lists grade items:

| <input type="checkbox"/> | Grade Item | Type | Association | Max. Points | Weight |
|--------------------------|---------------|---------|-------------|-------------|--------|
| <input type="checkbox"/> | Exams | | | 70 | 40 |
| <input type="checkbox"/> | Midterm | Numeric | Quizzes | 65 | 37.5 |
| <input type="checkbox"/> | Final Exam | Numeric | Quizzes | 5 | 62.5 |
| <input type="checkbox"/> | Video Quizzes | | | 4 | 20 |



3. Click **New Scheme**.

Training Course 03 Course Home My Tools Edit Course Accessibility Report Collaborate Course Media My Media

Enter Grades Manage Grades **Schemes** Settings Help

New Scheme More Actions

| Scheme Name | Default Scheme | Set As Default |
|---------------------------------|----------------|----------------|
| Organization Schemes | | |
| Percentage | ✓ | |
| Camosun Standard Grading Scheme | | ✓ |
| ERROR - DO NOT USE | | ✓ |
| ERROR - UNAVAILABLE | | ✓ |

4. Give your Scheme a **Name**.

New Scheme

General

Name*
Competency Grade Scheme

Short Name

Ranges

| # | Symbol* | Start %* | Colour | 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"/> | |

Save and Close Save Cancel



5. In the **Ranges** table, add your **Symbols**, **Start %**'s, **Colours**, and **Assigned Value**. You can add more Ranges

The **Symbol** is something like "Complete", "Incomplete", "P", "F", etc. Whatever you want students to see when they see their "grade" (a symbol can also be a letter or a number to represent a mark of some kind.) For this scenario, we are adding the [Camosun Based Competency System](#), DST/COM/NC.

The **Start %** will help you mark the range of percentages that you want this symbol to represent. For this scenario, NC has a range of 0 to 59 percent, COM has a range of 61 to 89 percent, and DST has a range of 90 to 100 percent.

The **Colour** will appear in the Gradebook table along with the **Symbol** as an additional visual cue, but is not mandatory. For this scenario, NC is a dark pink, COM is yellow, and DST is a light green.

The **Assigned Value %** should only be used if you want a specific percentage to be assigned a Symbol, otherwise the **Start %** ranges will determine when the related Symbol appears. We have not added Assigned Values for this scenario.

You can add additional Ranges by adding a number in the **Number of Ranges** box and clicking **Add Ranges**. Delete ranges by clicking the trash can icons in the **Remove** column. Click **Save and Close**.

New Scheme

General

Name *

Competency Grade Scheme

Short Name

Ranges

| # | Symbol* | Start %* | Colour | Assigned Value % | Remove |
|---|---------|----------|--------|------------------|--------|
| 1 | NC | 0 | | | |
| 2 | COM | 60 | | | |
| 3 | DST | 90 | | | |

Number of Ranges

1 Add Ranges

Save and Close Save Cancel



- To apply a Grade Scheme, go back to your **Manage Grades** area, and either create a new Grade Item, or click the down arrow next to a Grade item and select **Edit**.
- In the **Properties** tab, scroll down to the **Grade Scheme** drop-down, and select the Scheme you want to use.

Can Exceed

?

Bonus

?

Grade Scheme

-- Default Scheme -- (Percentage) ?

-- Default Scheme -- (Percentage)

Percentage

Camosun Standard Grading Scheme

ERROR - DO NOT USE

ERROR - UNAVAILABLE

Competency Grade Scheme

Display Options

▼ Hide Display Options

Student View

Display class average to users ?

Display grade distribution to users ?

Override display options for this item ?

Save and Close Save and New Save Cancel



8. If you then scroll down to **Display Options**, you can adjust the Student View display options for this specific grade item by selecting **Override display options** for this item (you can also change these settings for all grade items from the **Settings** function in the main Manage Grades area.) This is useful if you want students to see the Grade scheme symbol for some items and not for others. For this scenario, we have overridden the default student view to show the **Grade scheme symbol** and the **Grade scheme colour**, but NOT the **Points** or **Weighted** grades. Click **Save and Close**.

Display Options

▼ Hide Display Options

Student View

Display class average to users ?

Display grade distribution to users ?

Override display options for this item ?

Show

Points grade

Weighted grade

Grade scheme symbol

Grade scheme colour

Managing View

Override display options for this item ?

Show

Points grade

Weighted grade

Save and Close Save and New Save Cancel



- To see your Scheme in action, first go to the **Enter Grades** area, then click the down arrow for the Grade Item containing the new Scheme, and click **Enter Grade**.

The screenshot shows the 'Enter Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. Below the tabs are buttons for 'Import', 'Export', 'Export to SIS', 'Switch to Spreadsheet View', and 'More Actions'. A 'Note' section indicates that some grade items/categories may not be displayed. Below the note, there are 'View By' and 'Search For...' options. The main area is a table with columns for 'Last Name', 'First Name', 'Final Grades', 'Participation', and 'Final Calculated Grade'. The table contains four rows of data for 'Student, Training01' through 'Student, Training04'. A dropdown menu is open for the 'Participation' column, showing options: 'Properties', 'Edit', 'Enter Grades', 'View Statistics', and 'View Event Log'. The 'Enter Grades' option is highlighted with a red box. A red arrow points from the 'Enter Grades' tab to the dropdown menu.

- Add the grades, and click **Save and Close**.

The screenshot shows the 'Grade Item: Participation' interface. At the top, there is a dropdown for 'Grade Item: Participation'. Below it, there are options for 'Show details and overall feedback' and 'Users'. There are 'View By' and 'Search For...' options. Below these are buttons for 'Set Grades', 'Clear Grades', 'Add Feedback', 'Exempt', 'Unexempt', and 'Email'. The main area is a table with columns for 'Last Name', 'First Name', 'Grade', 'Weighted Grade', 'Scheme', and 'Feedback'. The table contains four rows of data for 'Student, Training01' through 'Student, Training04'. The 'Grade' column has input fields with values 3, 5, 8, and 9. The 'Weighted Grade' column has values - / 5. The 'Scheme' column has a dash. The 'Feedback' column has 'No feedback provided.' and an edit icon. At the bottom, there are buttons for 'Save and Close', 'Save', and 'Cancel'. A red arrow points from the 'Enter Grades' option in the previous screenshot to the 'Save and Close' button.



11. From **Enter Grades**, you can now see how the Scheme has affected the Grade Item.

The screenshot shows the 'Enter Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. On the right, there are links for 'Settings' and 'Help'. Below the tabs are buttons for 'Import', 'Export', 'Export to SIS', 'Switch to Spreadsheet View', and 'More Actions'. A 'Note' section states: 'Some grade items/categories are not displayed, click More Actions - Hide/Show Columns to change which items are visible.' Below the note, there is a 'View By:' dropdown set to 'User' and an 'Apply' button. A search bar is labeled 'Search For...' with a magnifying glass icon and a link for 'Show Search Options'. An 'Email' icon is visible. The main table has columns for 'Last Name', 'First Name', 'Final Grades', and 'Participation'. The 'Final Grades' column is further divided into 'Final Calculated Grade' and 'Final Adjusted Grade'. The 'Participation' column shows values: NC, NC, COM, and DST. A red box highlights the 'Participation' column, and a red arrow points to it from the text above.

| | Last Name ▲, First Name | Final Grades | | Final Grades | |
|--------------------------|-------------------------|--------------------------|-----------------|--------------------------|------------------------|
| | | Final Calculated Grade ▼ | Participation ▼ | Final Calculated Grade ▼ | Final Adjusted Grade ▼ |
| <input type="checkbox"/> | Student, Training01 ▼ | | NC | | |
| <input type="checkbox"/> | Student, Training02 ▼ | | NC | | |
| <input type="checkbox"/> | Student, Training03 ▼ | | COM | | |
| <input type="checkbox"/> | Student, Training04 ▼ | | DST | | |

20 per page ▼

Things to Remember

You can create any number of Grade Schemes for your grade items, and can apply any scheme to your Final Grades as well.



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).