### Overview

Creating a custom grade scheme in your VIULearn makes your gradebook work for you. Set custom achievement ranges (such as minimum standards for passing) or simple Pass/Fail schemes. Easily identify students requiring additional support.

## Create a custom grade scheme

1. Navigate to the gradebook: **Assessment** and choose **Grades.**
2. Click on **Schemes** and choose **New Scheme.**
3. Name your scheme.
4. Type in your symbol (“Pass”, “A+”, etc.), choose a representative color, and set your range starting percent. Remember that the ranges increase down the page.
5. Choose **Save** when you are finished to return to the schemes page.

## Apply a custom grade scheme

You can set a custom grade scheme as the default for your gradebook:

1. Click on the **Schemes** tab in the Grades tool.
2. Click on the checkmark in the **Set as Default** column beside the scheme you want.
3. A confirmation screen will appear, choose **Yes.**
4. This will change how your scheme appears on all grade items set to default, for example the Midterm, Final Exam and Final Calculated Grade

You can also apply a custom scheme to specific items from the **Manage Grades** tab:

1. Use the checkbox to the left of the items you want to apply the scheme to.
2. Choose the double pencil **Edit.**
3. On the following screen, use the drop down list to choose the desired scheme.
4. Note that you can also edit grade item titles, points, weight and category from this view.

## Viewing your custom schemes

You can see your students’ grades with the custom scheme two ways:

 From **Manage Grades** use the arrow to the right of the grade item and choose **Enter Grades**. There will be a column titled **Scheme** and you will be able to scroll down the class list to view the scheme.

 From **Enter Grades** make sure you are on **Standard View**. Depending on your settings, you will be able to see the Points Grade, Weighted Grade, Grade Scheme Symbol and/or Grade Scheme Color.

## Custom Grade Schemes Example

Below is an example of what a learner would see with multiple custom grade schemes applied to their course gradebook.

**Student Progress**

**Report Scheme**

**Letter Grade**

**Scheme**

**Pass/Fail**

**Grade Scheme**

**Default Grade**

**Scheme**