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Introduction

The **Grade Schemes** on Brightspace are the numerical scales against which the letter grades are calculated - [this 'Exams and Grading' page by Assessment offers more information](#). The dropdown with the heading **Grades and Grading Guide for Staff – Component Grade Scales** provides the breakdown of each letter grade within each of the approved grading scales.

The **Standard Conversion Grade Scale 40% Pass** has an A- starting at 70% and is the default conversion scale for the university. On Brightspace, this Grade Scheme is called **(Default) 40% Pass Standard Letter/Numeric**.

The other commonly used grade scheme is **Alternative Linear Conversion Grade Scale 40% Pass (85% = A-)**. On Brightspace, this scheme is called **40% Pass Linear Letter/Numeric**.

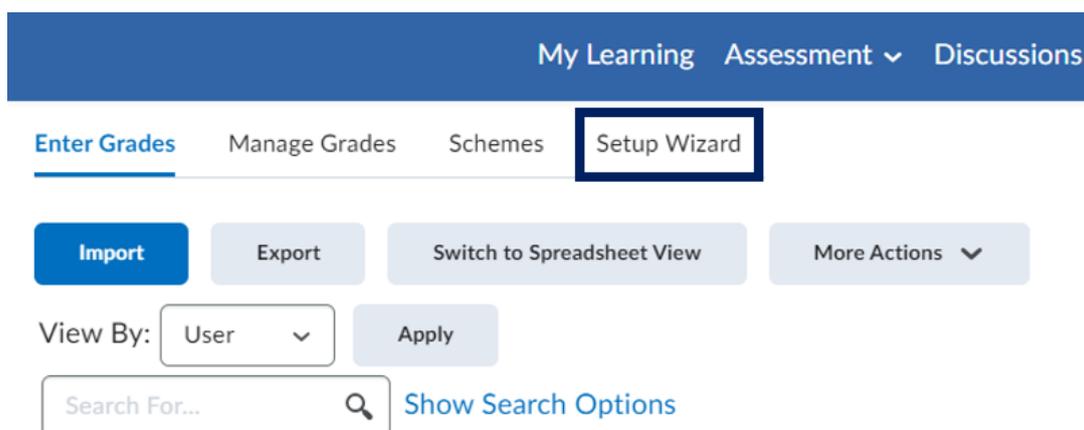
It is important that you select the correct Grade Scheme when setting up assessments, as there are significant differences in

the way the letter grades are applied, in different Grade Schemes.

You can set a default Grade Scheme for the module, which will mean all quizzes and assignments will automatically have the same Grade Scheme applied when you create them (this is automatically set to Percentage initially for all modules).

Method

- 1) Within your module, navigate to **Assessment** and then **Grades**.
- 2) From the tabs along the top of the page, select **Setup Wizard**.



- 3) This opens a new page, which will display all the assessment settings for the module; most of these are



fine and do not need to be changed. Scroll down to the bottom of the page and select **Start**.

- 4) There are 7 sections to the **Setup Wizard**; you can skip through Steps 1 - 3 by clicking **Continue** without making any changes.
- 5) Step 4 is the Default Grade Scheme - this will be set to **Percentage**. Update it to the Grade Scheme that matches all the assignment grade scales in the Module Descriptor (this will most likely be **(Default) 40% Pass Standard Letter/Numeric (NM)**, or it could be **40% Pass Linear Letter/Numeric**) and then select **Continue**.
- 6) You can skip through steps 6 and 7 by selecting **Continue** for each without making any changes.
- 7) Step 7 is a summary of the settings; click **Finish** to save your changes.