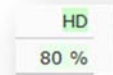


Set a default *Grade Scheme*

MyLO has a series of *Grade Schemes*. These control how a score is interpreted to students. The two main *Grading Schemes* in use at UTAS are:

- *UTAS Grades*: students see their score represented as a *NN, PP, CR, DN* or *HD*.
- *Percentage*: students see their score represented as a percentage



By default, MyLO uses the *Percentage Grade Scheme*. If you would prefer to use the *UTAS Grades Scheme* for most *Grade Items*, save yourself some time by setting it as the default for your *Grades* tool. Do this before you create your *Grade Items* for maximum efficiency.

1. Open the *Grades* tool.
2. Click on the *Schemes* tab.

Enter Grades Manage Grades **Schemes** Setup Wizard

3. You will see a list of available *Schemes*. The *Percentage Scheme* will be checked as the *Default Scheme*. To change *schemes*, click on the check (tick) icon next to your preferred *scheme*.

Scheme Name	Default Scheme	Set As Default
Organisation Schemes		
Percentage ⓘ	✓	
Letter Grade		✓
Pass/Fail		✓
UTAS Grades		✓

Clicking this check (tick) will make *UTAS Grades* the default *scheme*.

4. You will be prompted to confirm your choice of *scheme*. Click the *Yes* button.
5. Your chosen *scheme* should now be checked as the *Default Scheme*.

Scheme Name	Default Scheme	Set As Default
Organisation Schemes		
Percentage ⓘ		✓
Letter Grade		✓
Pass/Fail		✓
UTAS Grades	✓	