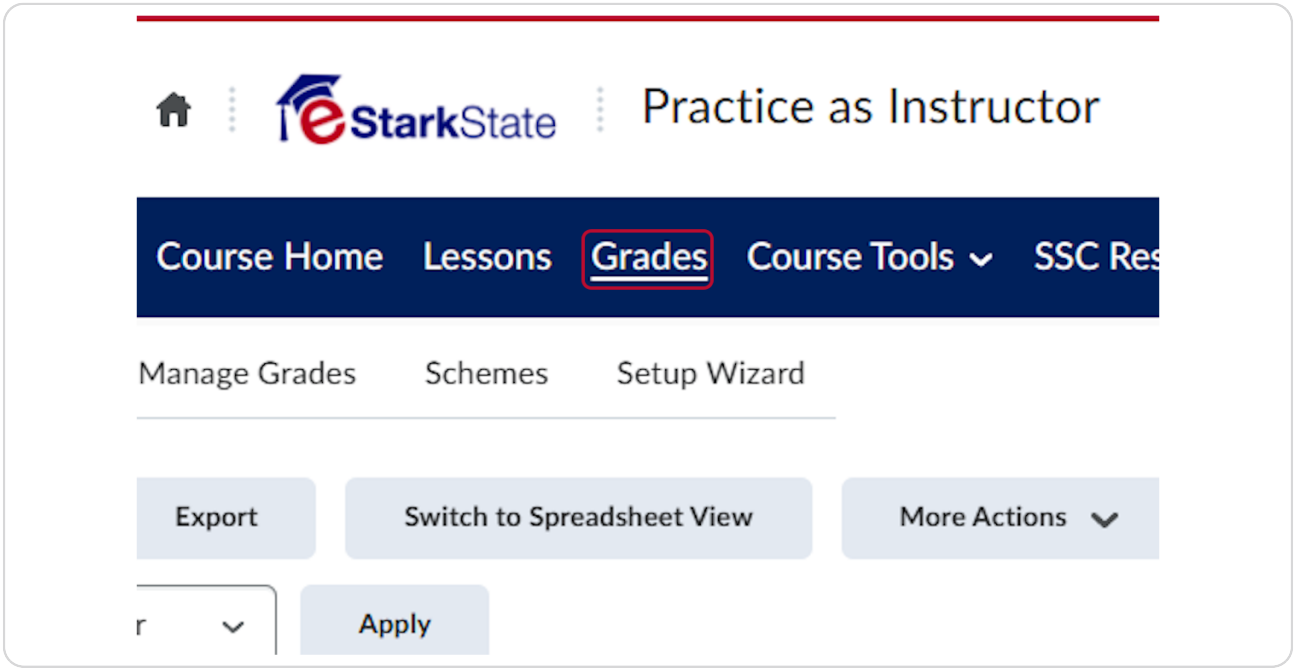
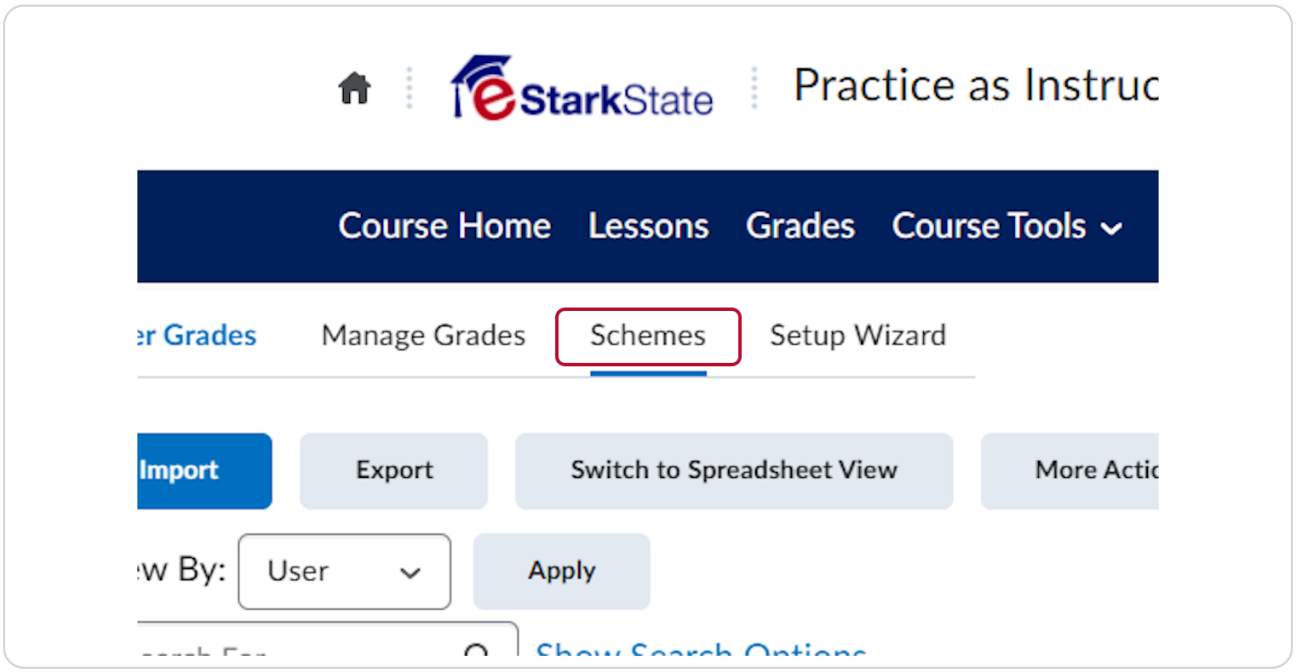
STEP 1

Click on Grades



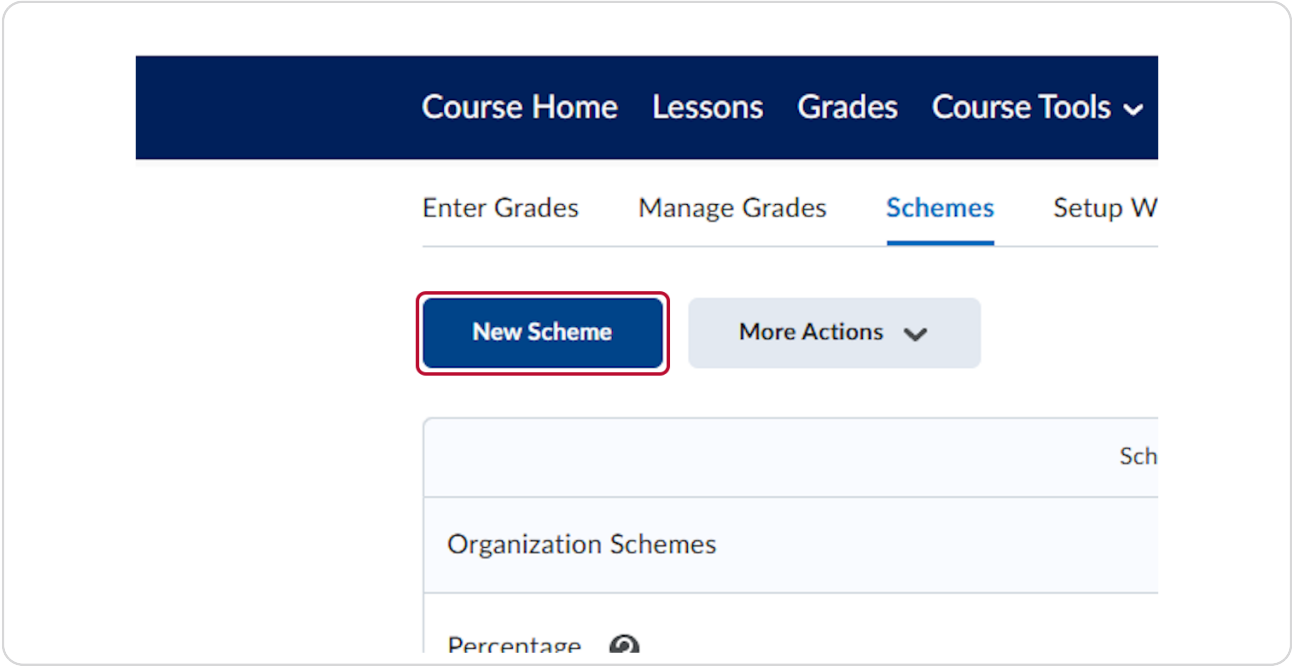
STEP 2

Click on Schemes



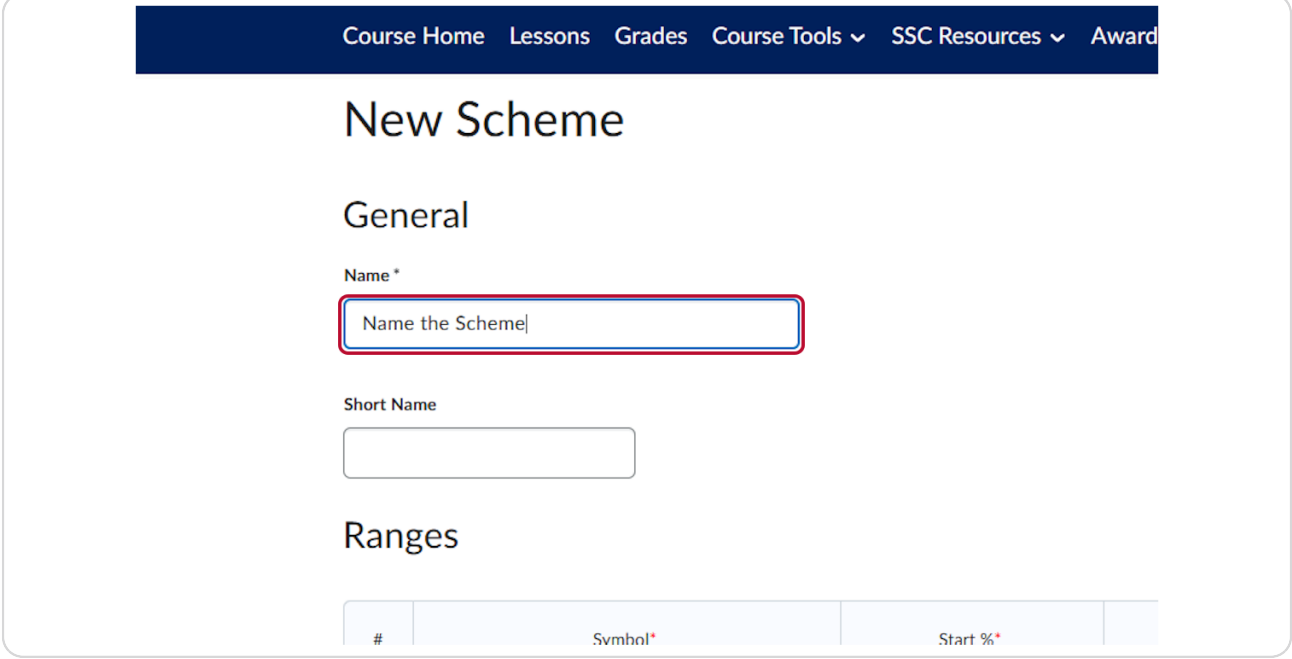
STEP 3

Click on New Scheme



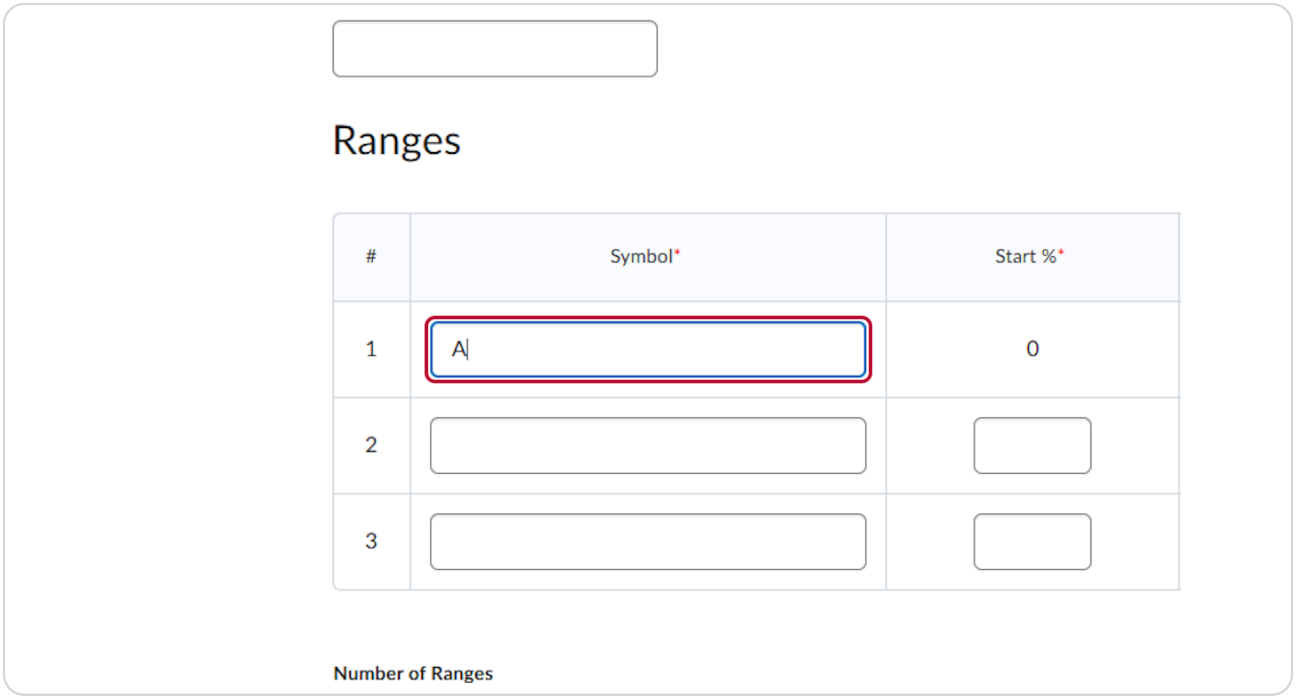
STEP 4

Add a Name to the name field



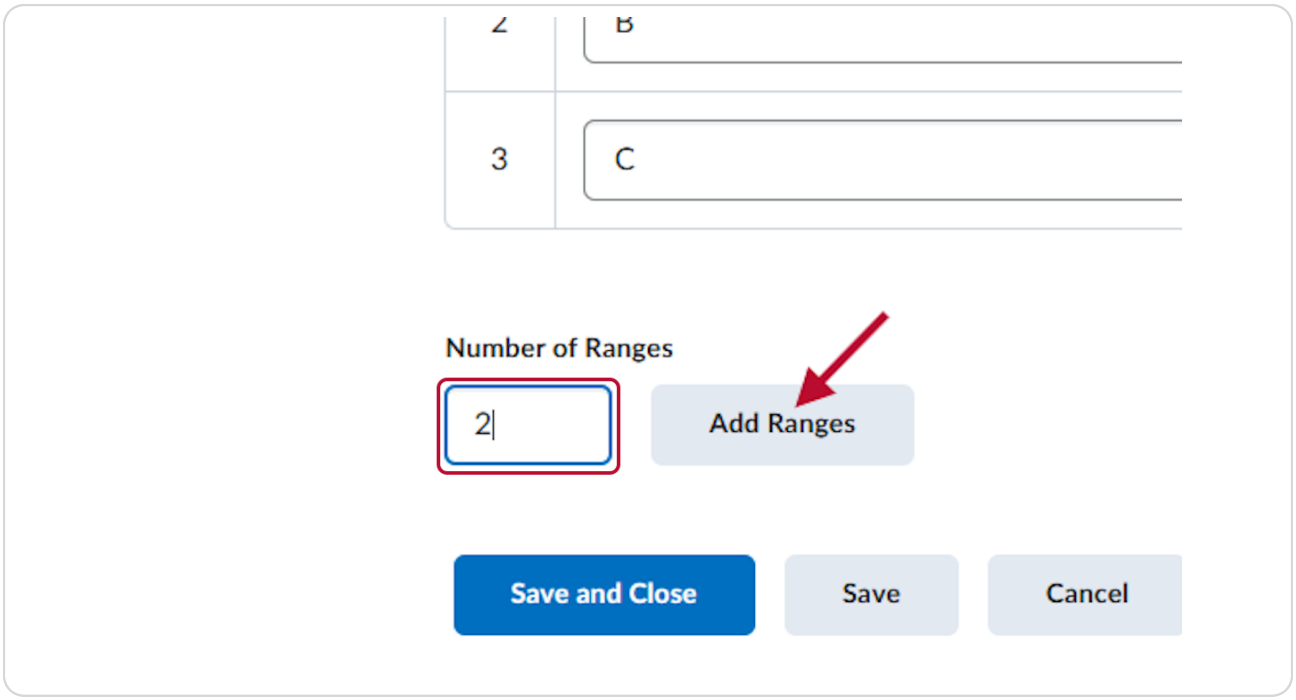
STEP 5

Type the letter grades into the rages



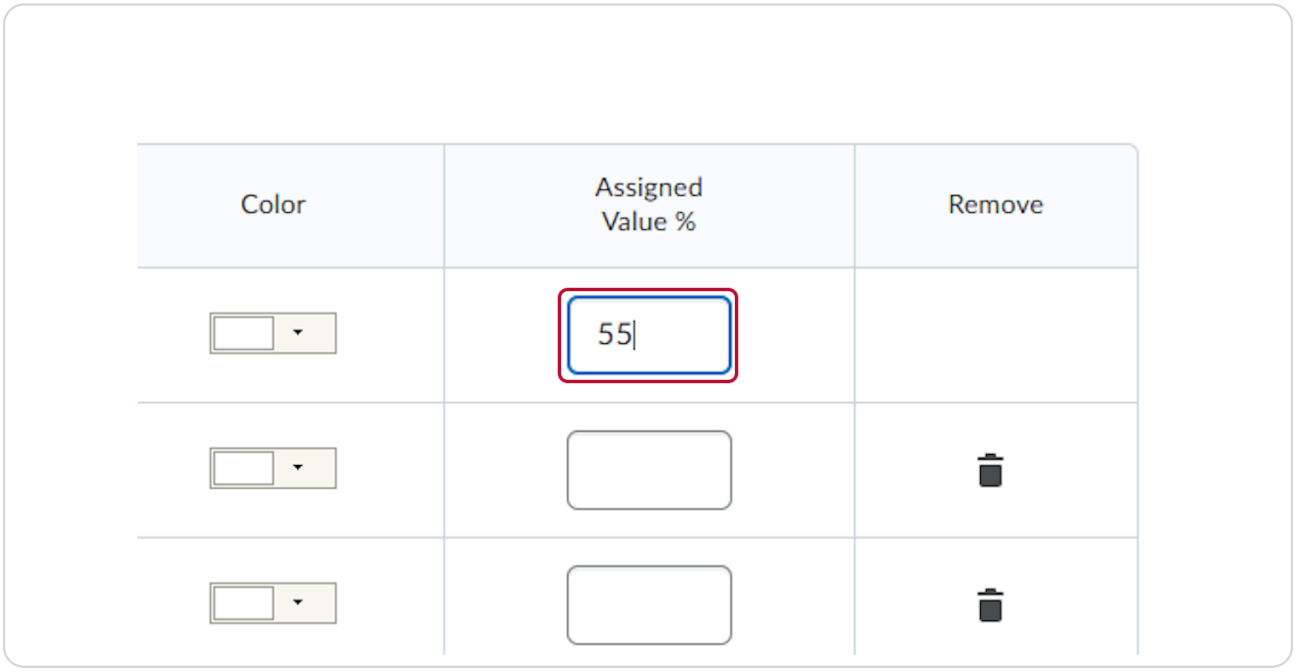
STEP 6

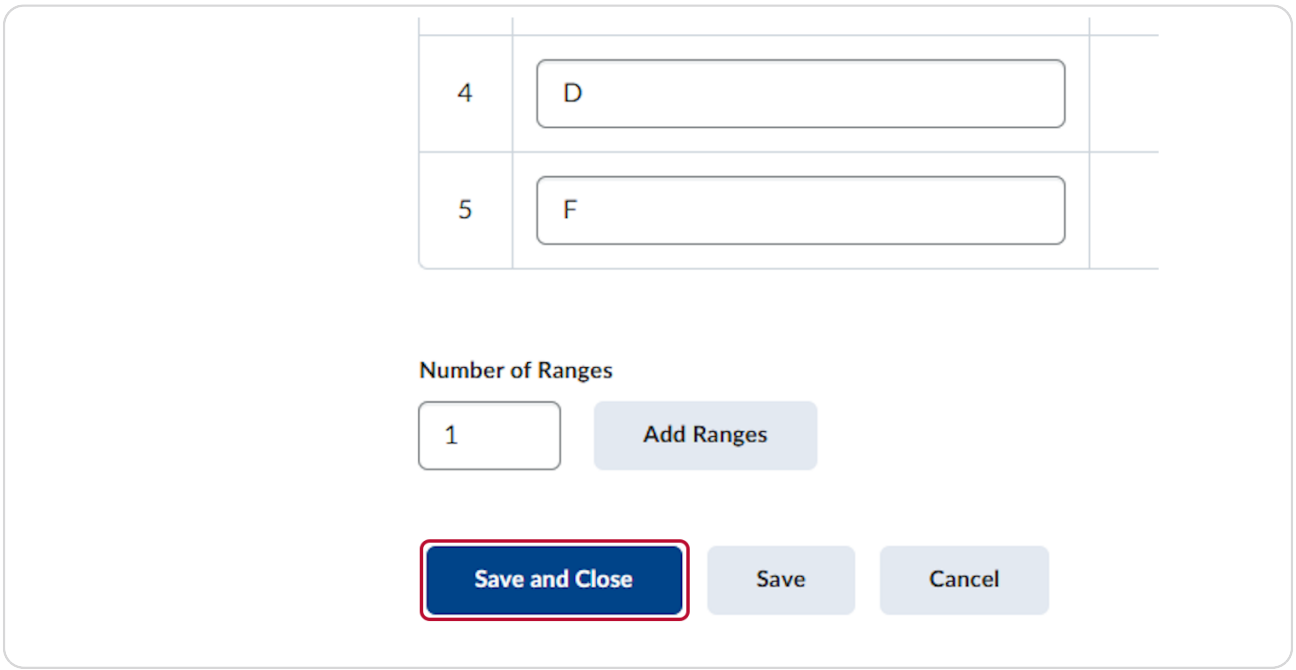
Additional ranges can be added by adding the number and then clicking on Add Ranges



STEP 7

Add the assigned value % for each range



STEP 8

Click on Save and Close