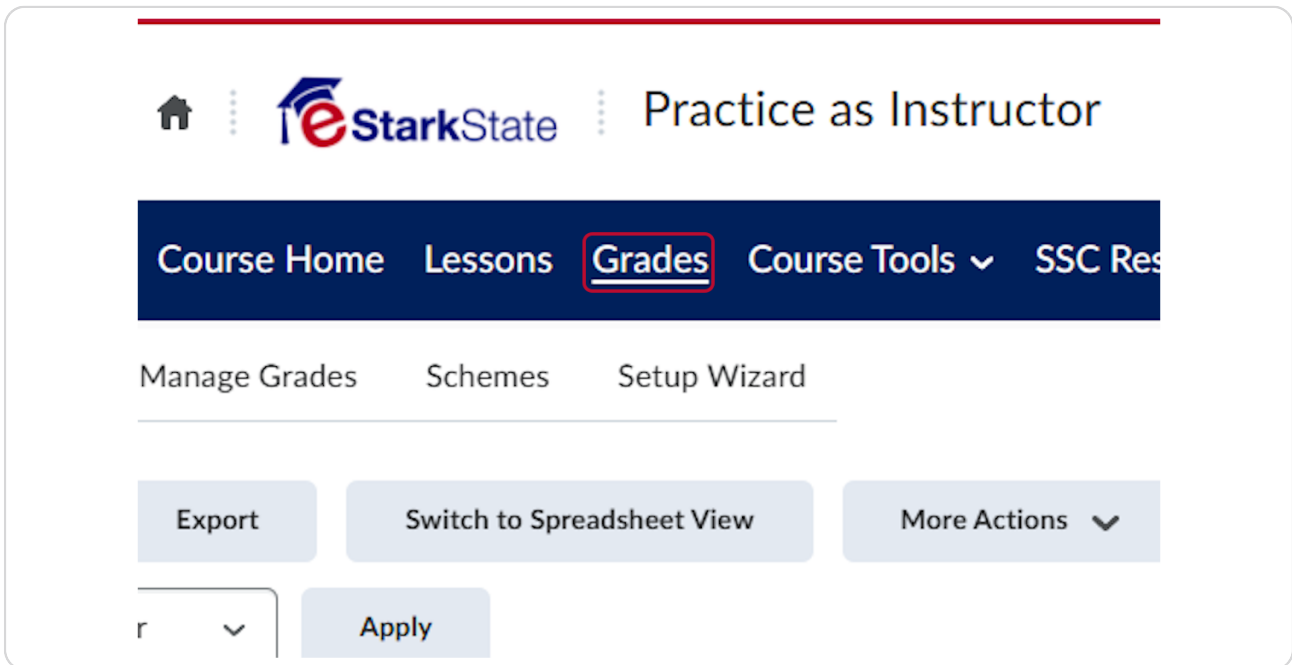


## STEP 1

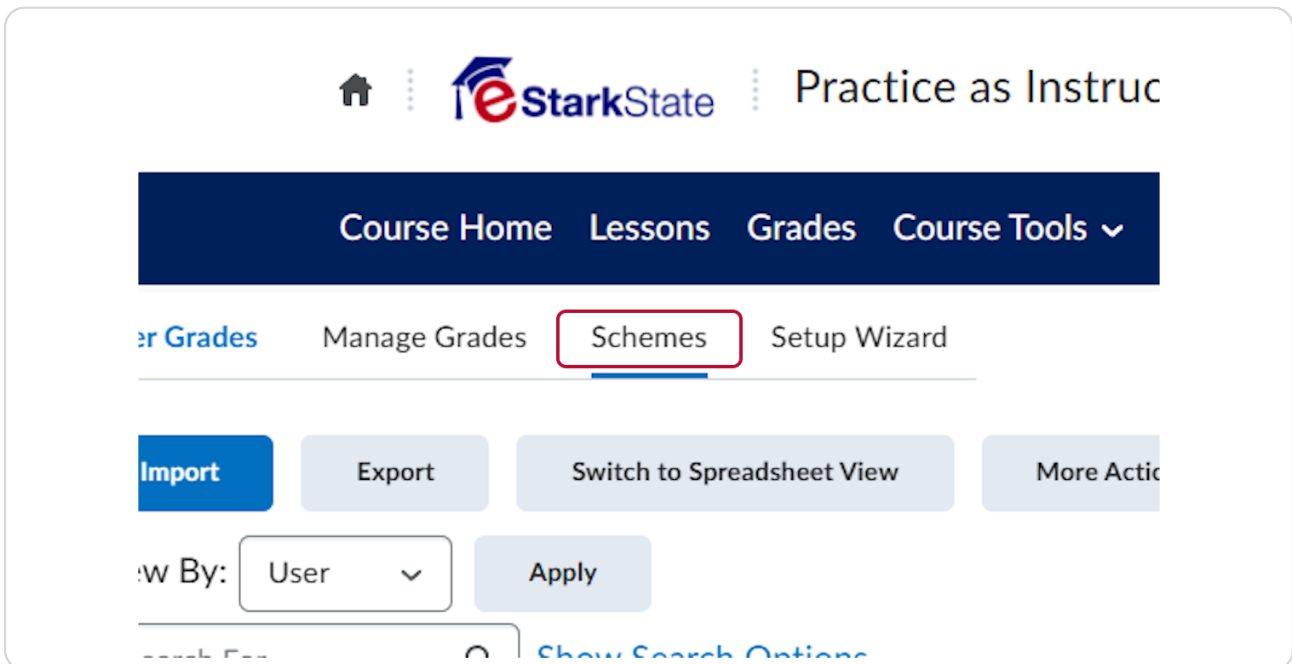
### Click on Grades



The screenshot shows the eStarkState interface. At the top, there is a navigation bar with a home icon, the eStarkState logo, and the text "Practice as Instructor". Below this is a dark blue navigation bar with the following items: "Course Home", "Lessons", "Grades" (highlighted with a red box), "Course Tools" with a dropdown arrow, and "SSC Res". Below the navigation bar, there are three links: "Manage Grades", "Schemes", and "Setup Wizard". At the bottom, there are three buttons: "Export", "Switch to Spreadsheet View", and "More Actions" with a dropdown arrow. Below these buttons, there is a search bar with the text "r" and a dropdown arrow, and an "Apply" button.

## STEP 2

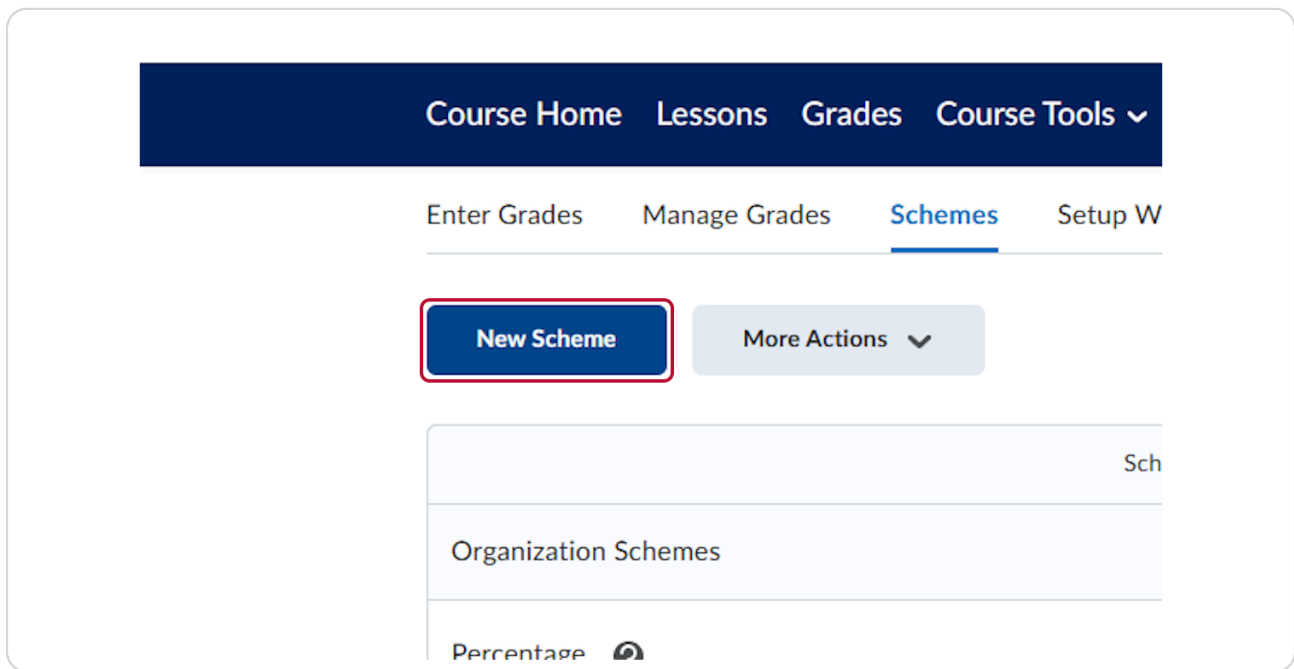
### Click on Schemes



The screenshot shows the eStarkState interface. At the top, there is a navigation bar with a home icon, the eStarkState logo, and the text "Practice as Instructor". Below this is a dark blue navigation bar with the following items: "Course Home", "Lessons", "Grades", and "Course Tools" with a dropdown arrow. Below the navigation bar, there are three links: "Manage Grades", "Schemes" (highlighted with a red box), and "Setup Wizard". At the bottom, there are four buttons: "Import" (in blue), "Export", "Switch to Spreadsheet View", and "More Actions" with a dropdown arrow. Below these buttons, there is a search bar with the text "Show By: User" and a dropdown arrow, and an "Apply" button. At the bottom right, there is a link "Show Search Options".

### STEP 3

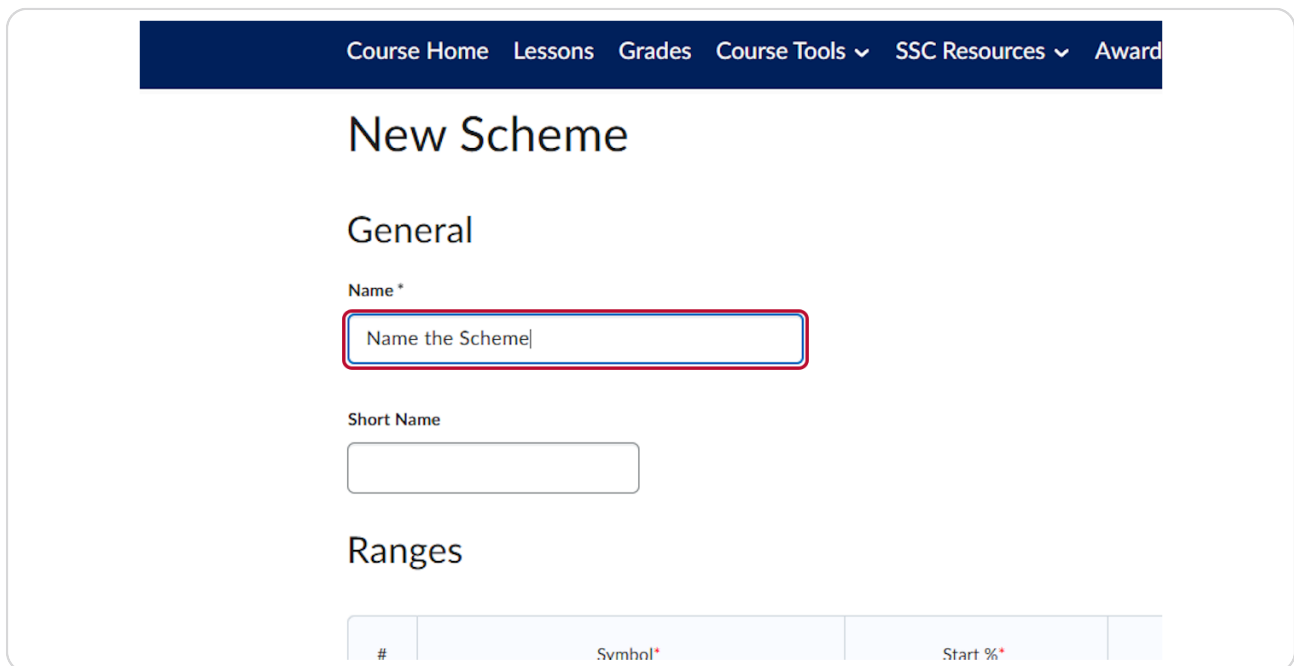
#### Click on New Scheme



The screenshot shows a navigation bar with 'Course Home', 'Lessons', 'Grades', and 'Course Tools' (with a dropdown arrow). Below this, a sub-menu is open with 'Enter Grades', 'Manage Grades', 'Schemes' (highlighted with a blue underline), and 'Setup W'. Under the 'Schemes' menu, there is a 'New Scheme' button (highlighted with a red border) and a 'More Actions' button (with a dropdown arrow). Below these buttons, a table titled 'Organization Schemes' is visible, with a 'Percentage' column and a 'Sch' column.

### STEP 4

#### Add a Name to the name field



The screenshot shows the 'New Scheme' form. The 'General' section is active, and the 'Name' field (labeled 'Name \*') is highlighted with a red border. The text 'Name the Scheme' is entered in the field. Below the 'Name' field is the 'Short Name' field. The 'Ranges' section is also visible, showing a table with columns for '#', 'Symbol\*', and 'Start %\*'. The table is currently empty.

STEP 5

Type the letter grades into the ranges

Ranges

#	Symbol*	Start %*
1	<div>A </div>	0
2	<div></div>	<div></div>
3	<div></div>	<div></div>

Number of Ranges

## STEP 6

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

2	B
3	C

Number of Ranges

2

Add Ranges



Save and Close

Save

Cancel

STEP 7

Add the assigned value % for each range

Color	Assigned Value %	Remove
<div><div></div><div></div></div>	55	
<div><div></div><div></div></div>		
<div><div></div><div></div></div>		

STEP 8

Click on Save and Close

4	<div>D</div>
5	<div>F</div>

Number of Ranges

1

Add Ranges

Save and Close

Save

Cancel