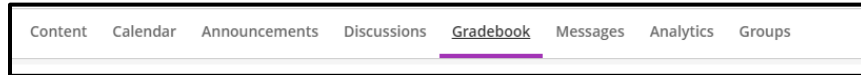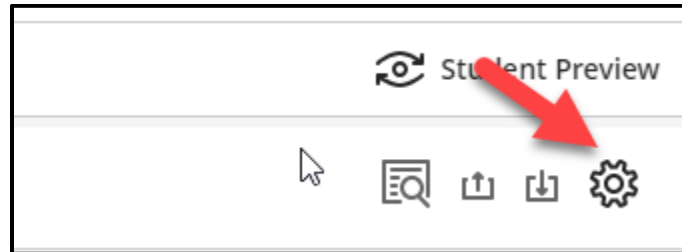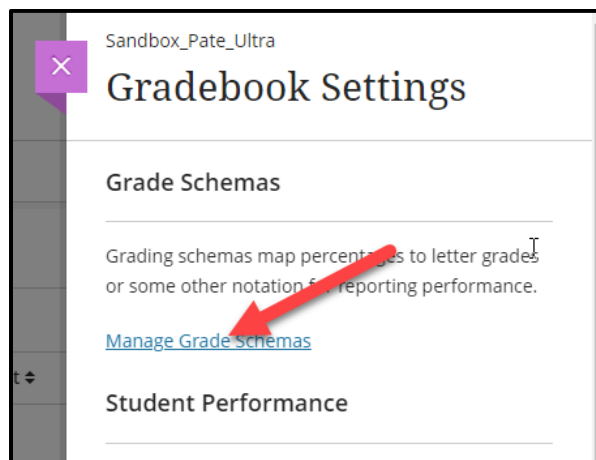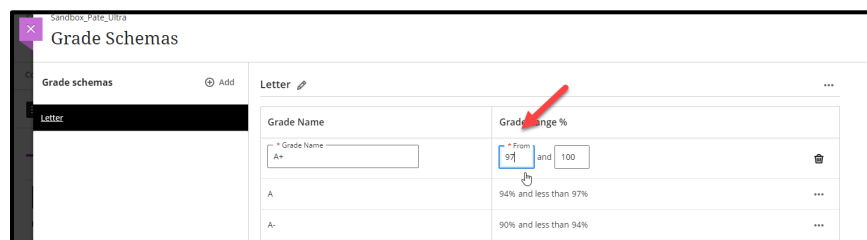**Adjusting Grade Schemas**

When trying to change the grading schemas in Ultra, you will need to select **Gradebook** and then proceed to the cog wheel settings control.
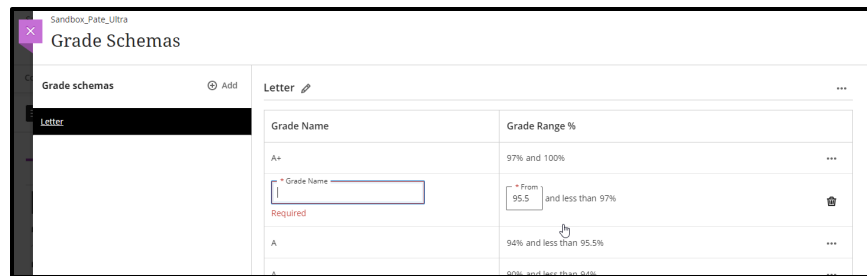

The **Gradebook Settings** will open and **Manage Grade Schemas** will need to be clicked on to make changes to the grading structure of the course. It is always recommended to adjust these point values and corresponding letter grades before the start of the term.

Here you can click on any of the pre-populated letter grades and adjust the beginning scale number.

You can add, edit, and delete grade schemas based on the course needs. If the grade and range need to be added, you will hover between the upper and lower grade and a purple highlight and a + sign will appear. If you are trying to delete the grade entirely, you will select the 3 ellipses at the end of the grade row and choose **Delete**. Editing a grade or parameter would require the 3 ellipses to be selected and then **Edit** chosen to open the grade and point range back up. It is always a best practice to review the grading schema prior to the term starting to ensure the scale matches criteria found within the syllabus.