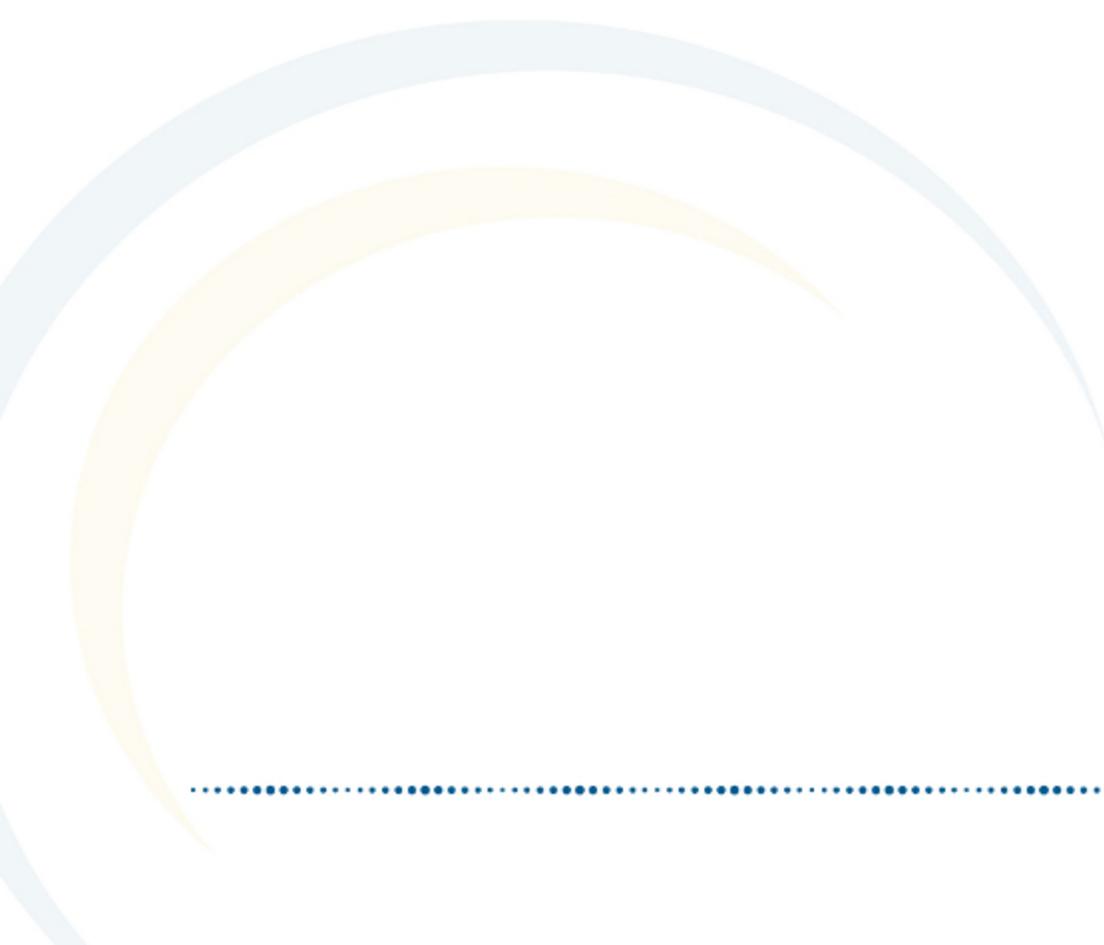


Instruction Grading Scales

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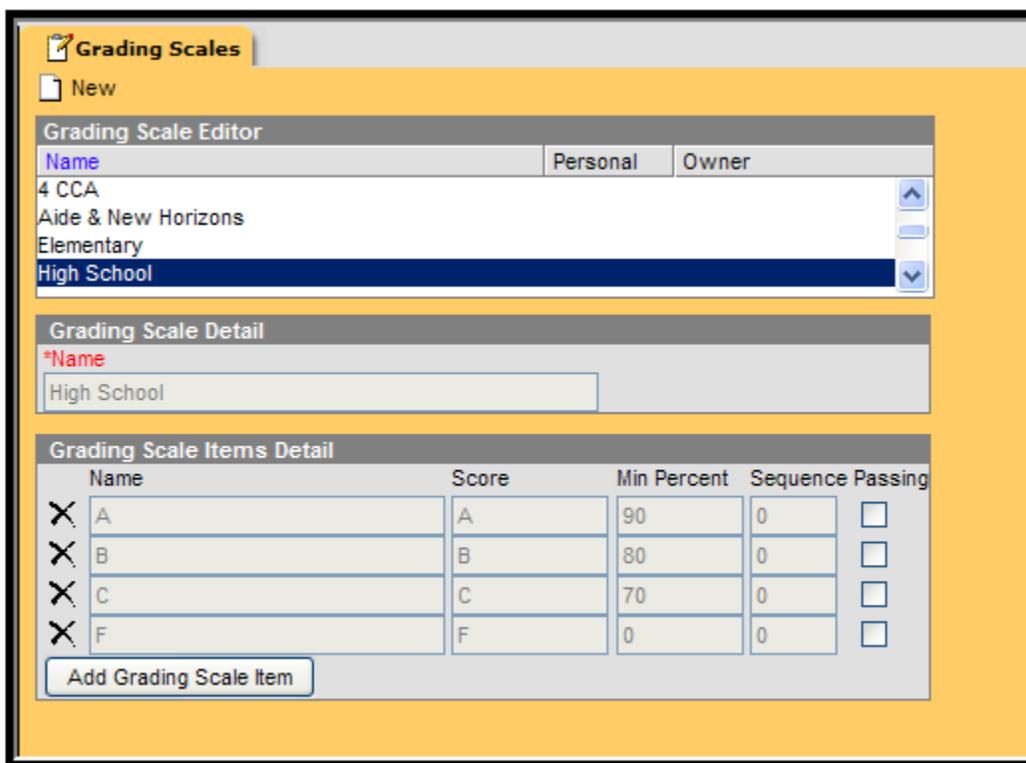
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Overview

PATH: *Instruction > Admin > Grading Scales*

Grading Scales determine how student grades will be calculated and displayed. When using grading tasks, the grade book functions require that a curve be selected, as does the grading task, or else grades will not be recorded.

Grading Scales can be created by the district or created by teachers using a grading scale. It is recommended that districts create a policy that allows teachers to create their own grading scales.



Creating a New Grading Scales

1. From the Grading Scale tab, select the **New** icon. A Grading Scale Detail and a Grading Scale Items Detail box will appear below the Grading Scale Editor.
2. In the Grading Scale Detail area, enter a **Name** for this curve. This is a required field. This name should represent what the grading scale is.
3. In the Grading Scale Items Detail, determine a **Name** for each item.
4. In the **Score** column, enter the letter grade that reflects the name. If using a numeric list, the score would be the numeric entry.
5. In the **Min. Percent** column, enter in the minimum percentage of the letter grade. If the percentage range for a B is 81 to 89.4, the minimum percentage would be 81. A letter grade of an F will have a minimum percentage of zero (0).
6. In the **Sequence** column, determine the order in which this grade should appear. A sequence of one will place the grade at the top of the list.
7. Mark the **Passing** checkbox if the grading scale is considered a passing score.
8. Select the **Add Grading Scale Item** button to add another row to this list and allow for more grading scale items to be entered.
9. When finished, click the **Save** icon at the top of the page.

Assigning the Grading Scale to a Category

After viewing an available grading scale or creating an individual grading scale, the scale must be assigned to the section's [category](#) or assignment. This is done in the [assignments](#) tool.

Grading scales assigned at the [category](#) level apply to all assignments within that category.

When the grading scale is assigned, the score for that assignment will automatically be listed in the grade book, viewable in the portal and for the administrator or counselor on the student's schedule tab.