

# Creating a Grading Scale

The **Grading Scale** function allows you to specify a grading scale to be used to display letter grades in addition to percentages or scores for both assignments and category averages. It is located under the **Manage** tab followed by the **Gradebook** link.

*To configure your grading scale*

1. Select the **Grading Scale** link beneath the **Gradebook Management** subheading.
2. Enter a letter grade into the **Label** text box and the corresponding **Minimum Percent**, and then select the **Add New** link.
3. Continue this process until your grading scale is complete.

Grading Scale		
Label	Minimum Percent	
A	94	<a href="#">Edit</a> <a href="#">Delete</a>
A-	90	<a href="#">Edit</a> <a href="#">Delete</a>
B+	87	<a href="#">Edit</a> <a href="#">Delete</a>
B	83	<a href="#">Edit</a> <a href="#">Delete</a>
B-	80	<a href="#">Edit</a> <a href="#">Delete</a>
C+	77	<a href="#">Edit</a> <a href="#">Delete</a>
C	75	<a href="#">Edit</a> <a href="#">Delete</a>
D	68	<a href="#">Edit</a> <a href="#">Delete</a>
F	0	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="text"/>	<input type="text"/>	<a href="#">Add New</a>

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**Note:**

1. The minimum to earn an "F" is zero.
2. This is no one grading scale that applies to all courses. Each course instructor decides his or her own.