

Quick Start Guide to Adding a Custom Grading Scale

The grading scales that are available as default choices are based on the grading scales of Harrison County School System as they are listed in the policy manual.

Letter	Min Grade	
A	92.5	%
B	84.5	%
C	74.5	%
D	64.5	%
F	0	%

These are the values of the **A-B-C-D-F**

Letter	Min Grade	
A	92.5	%
B	84.5	%
C	76.5	%
D	69.5	%
F	0	%

These are the values of the **Elementary Scale**

Letter	Min Grade	
S	84.5	%
I	75.5	%
N	68.5	%
U	0	%

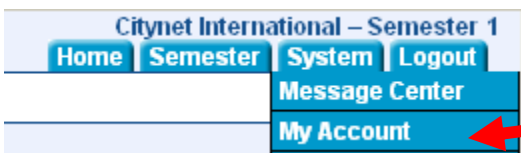
These are the value of the **S-I-N-U Scale**

Should these default settings not be what are needed for your class, LiveGrades offers an option of creating a Custom Grading scale to meet those needs.

Logon to LiveGrades Home page. At the top of page, you will see four tabs.



Find the **“System”** tab.



In the drop-down list, locate the **“My Account”** link.

This page will give you your personal account information, some of which can be adjusted with the Edit tab.

User Information

Tracking Number:
User Types:

Email Address:
Telephone:
Address:
City:
State:
Zip:
School:

Edit User

The left column contains all of the current classes, and below that you will find a list of all current students.

The default choices that are already available with the district settings are visible along with any Custom scales that may be been created.

Grading Scales	Values
ABCD	A,B,C,D,F
Elementary Scale	A,B,C,D,F
SINU	S,I,N,U
Research Class	A,B,C,D,F

Add Grading Scale

To create your own Custom Grading Scale, click on the "Add Grading Scale" tab.

CREATE GRADING SCALE

Scale Name: ✖

* Required

Give the new grading scale a name, for example **Remedial Math**. Click on the "Create" button.

The next screen will prompt you to begin adding grading values to this scale. Click on the tab "Add Value" to begin this process.

GRADING SCALE VALUES

Letter	Min Grade	Grade Points
No Grading Scale Values have been created.		
Add Value		

All Fields Required

GRADING SCALE VALUES

Letter	Min Grade	Grade Points
A	90 %	4
B	80 %	3

Add Value

All Fields Required

As you add the Letter, Minimum Grade, and Grade Points, click the Save button.

When the new grading scale has been created, it will now be available

as a choice when setting up classes. You will see it listed along with the default district grading scales.

****A customized grading scale is only available to the teacher who creates that scale.****

Grading Scales	Values
ABCD	A,B,C,D,F
Elementary Scale	A,B,C,D,F
SINU	S,I,N,U
Remedial Math	A
Research Class	A,B,C,D,F

Add Grading Scale