

Faculty Access for the Web 7

Teacher Tutorial: How to Set Up Grading Scales

In *Faculty Access for the Web*, if your administrators allow, you can set up your own grading scales. In some schools, administrators may create the grading scales for you to use and restrict the use of any new scales.



You only need to set up grading scales if you plan to use letters or symbols, such as check marks, for assignment grades. Grading scales translate non-numeric grades to numeric grades for calculations.

After you set up grading scales, we recommend you associate your assignment categories with grading scales. For example, you use check marks for the homework category.

How to Add a Check Mark in Grading Scales



To add a check mark symbol in your grading scale, press **Shift + **. For information about how to download the check mark font, on the Grading Scales page, click **Help for installing fonts**.

Add a Grading Scale

You define grading scales per academic year. On the Home page, to set the academic year and session, click **Settings**. To access the Grading scales page, from the navigation bar, under Gradebook, click **Add grading scales**. The Academic Year displays at the top of the page for you to verify for which year you want to add a grading scale.

In the **Scale** field, select a scale to review. If a scale is in use on a class, “In use” appears above the grading scales grid.

1. To add a new grading scale, from the Grading scales page, click **New**.
2. Enter the name of the new grading scale. Click **OK**.
3. In the first row, in the **Letter grade** column, enter the non-numeric grade. For example, you can enter Satisfactory, A, or ✓.



You cannot use the characters M or X in a grading scale because these characters are reserved for teachers to indicate missing and exempt assignment grades in grade entry.

4. In the **Percent value** column, enter a numerical percent value for the grade (from 0 to 999). The program uses the value to calculate category averages.
5. Repeat step 3 and 4 for each grade you need. In the grid, click **New** or hit **Tab** to add a new row. If you add a row by mistake, select the beginning of the row and click **Delete**.

Grading scales Save

Academic Year: 2010-2011

Scale: New Rename

In use.

New Delete

	Letter grade	Percent value
	A	90
	B	80
	C	74
	D	70
	F	0

[Download check mark fonts](#) [Help for installing fonts](#)

- To save your new grading scale, click **Save**.

Sample Grading Scale

Letter Grade	Percent Value
√++	100
√+	90
√	80
√-	70
√--	60
-	50

Copy Grading Scales to a New Academic Year

If you like the grading scales set up from a previous academic year, quickly copy your grading scales to a new academic year.

- From the navigation bar, under **Gradebook**, click **Copy grading scales and weights**. The Copy grading scales and weights page appears.

Copy grading scales and weights

Copy From

Academic year: Session:

Copy To

Academic year: 2009-2010 Session: Regular

Copy grading scales
 Copy marking column weight definitions

Grading scales to include: All Selected
 Weight definitions to include: All Selected

Selected grading scales

Selected weight definitions

2. In the **Copy From** field, select from which academic year and session to copy.
3. Under **Copy To**, the current academic year and session default. To change the current academic year and session, from the Home page, click **Settings**.
4. To copy grading scales, select the checkbox. You can select all or selected grading scales.
5. To copy marking column weight definitions, select the checkbox. You can select all or selected weight definitions.
6. If needed, you can copy weight definitions from one specific class to another, click **Next** to select the classes.
7. Click **Copy**. The grading scales and weight definitions you selected copy. You can now open the new grading scales and make adjustments before you use them in your classes.