

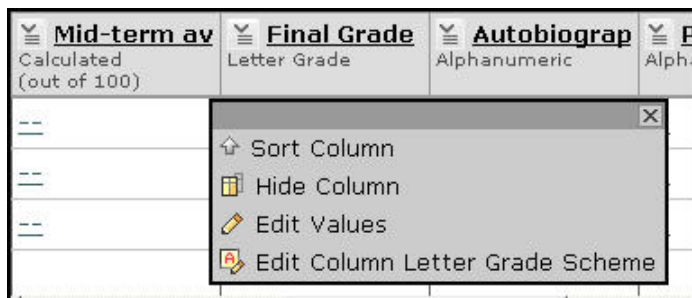


## Grade Book: Letter Grade Schemes

For letter grade columns, you can change the range of numeric grades that each letter grade represents.

### To edit a letter grade scheme:

1. Locate the letter grade column you want to edit and select **Edit Column Letter Grade Scheme** from its View Options for This Column menu.



The Edit Letter Grade Scheme screen appears.

2. In the Grade and Range text boxes, enter the letter grade and the range it represents.

**Edit Letter Grade Scheme for: Final Grade**

Base letter grade on column

| Grade                    | Range  | Actions ?                        |
|--------------------------|--|----------------------------------|
| <input type="radio"/> A+ | <input type="text" value="100"/> and above   |                                  |
| <input type="radio"/> A  | <input type="text" value="90"/> or greater, and less than <input type="text" value="100"/> | <input type="button" value="X"/> |
| <input type="radio"/> B  | <input type="text" value="80"/> or greater, and less than 90                               | <input type="button" value="X"/> |
| <input type="radio"/> C  | <input type="text" value="70"/> or greater, and less than 80                               | <input type="button" value="X"/> |
| <input type="radio"/> D  | <input type="text" value="60"/> or greater, and less than 70                               | <input type="button" value="X"/> |
| <input type="radio"/> F  | less than 60   |                                  |

(insert above selected grade)

Comment:

**Delete unnecessary grade rows, e.g., "E"**

- Click Save or Save and Set as Default. If you click Save and Set as Default, new letter grade columns will automatically use the same grade scheme.