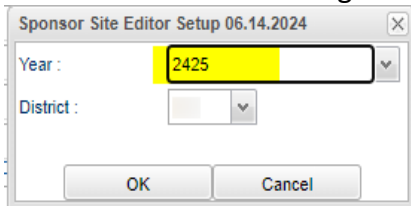# How to Add the 10 Point Grading Scale in JCampus

1. Go to Sponsor Site Editor.
   a) **System > Entry > Sponsor Site Editor**

2. Set "Year" 2425 in the setup box.
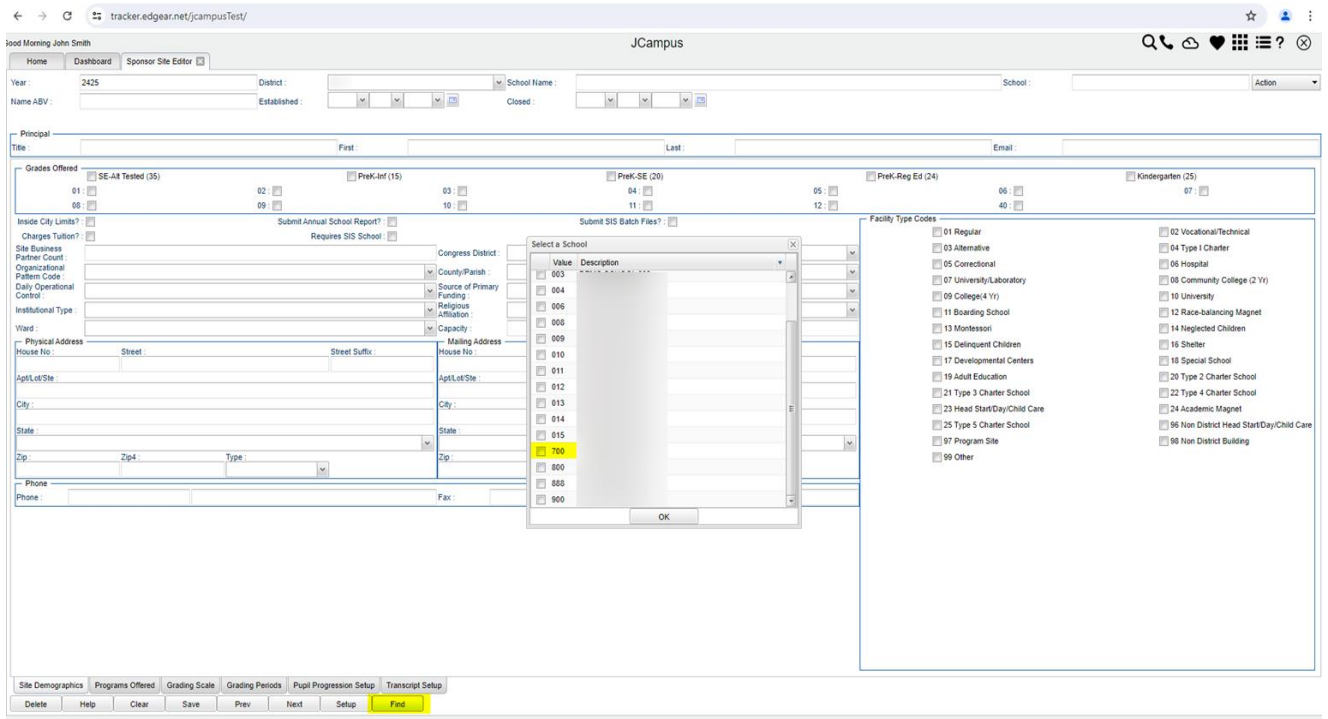   a) **DO NOT** make these changes to any previous years.

3. Click the **Find** button and select a site or site 700 which can be used as a template and later copied to other sites.

4. At the bottom of the screen, click on the "Grading Scale" tab. *If you already have a 10 point grade scale created, skip to step 9.*

5. Click on the "Action" button in the top right corner.

6. Select "Grading Scales Manager".

7. Create a new Grading Scale.
   a) **DO NOT** change an existing grading scale because it will impact all previous courses that used that grading scale.
   b) Click in the "Grade Scale" name area and **type** the name of the new scale.

   c) For the Post Type and Average Type use the same options that were used in the previous Standard Grading Scale.

d) Check the same options that were used in the previous Standard Grading Scale.

e) Below are the scale numbers.

	Delete	Grade	Quality Point	Low Alpha	High Alpha	Low Numeric	High Numeric	Color	Ignore
1									☐
2		A	4	3.5	4	89.5	100 null,		☐
3		B	3	2.5	3.499	79.5	89.499 null,		☐
4		C	2	1.5	2.499	69.5	79.499 null,		☐
5		D	1	1	1.499	59.5	69.499 null,		☐
6		F	0	0	0.999	0	59.499 null,		☐

f) Click Save at the bottom of the "Grade Scale Manager" window.

g) Click Close at the bottom of the "Grade Scale Manager" window.

8. The new 10 Point Scale is now available to be selected for grading scales as needed.

9. For the new Grading Scale to be applied, it must be selected in the "Standard Grading Scale" section of the Grading Scale tab for each applicable school.
   a) **DO NOT** make these changes to any previous years.

10. Copy the new grading scale to other schools within the district.
    a) In the Grading Scale tab click the "Action" button in the top right corner.
    b) Click "Copy to selected School site(s) for the current year."
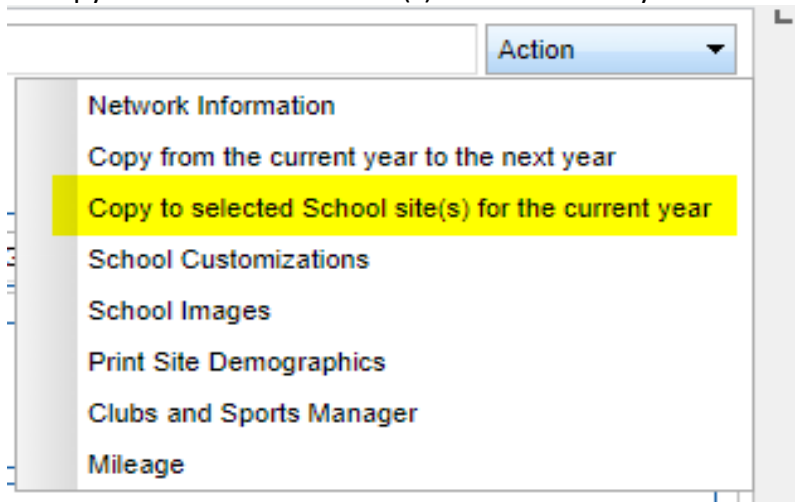
    c) Select the schools you want to add the grading scales to.

    d) Check the "Custom Grading Scales" box.

    e) Click "Copy to Sites(s)" button.
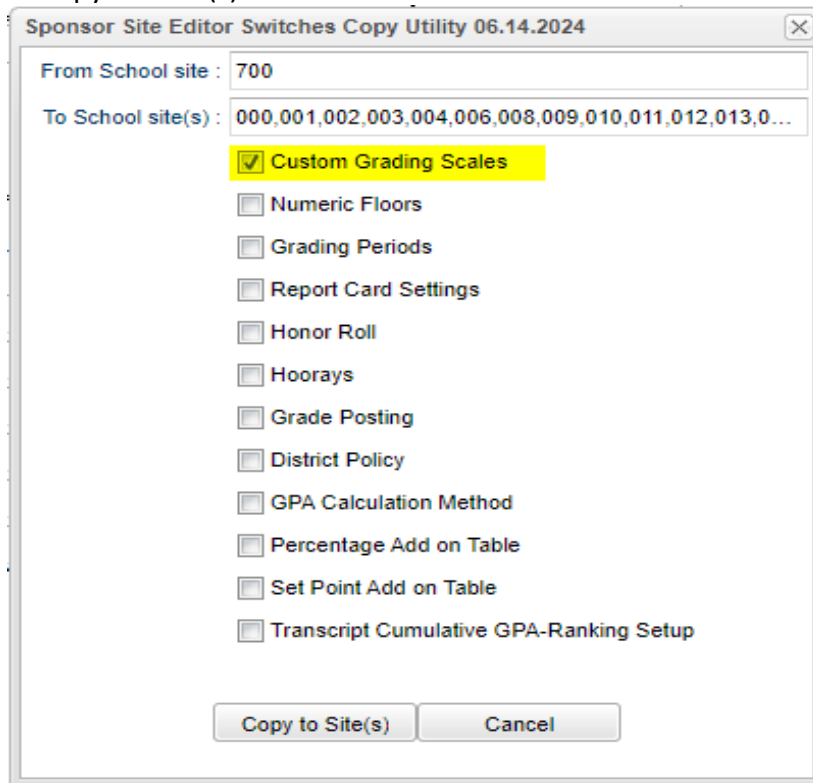
    f) A pop up will appear that says, "Switches records copied".

    g) Check the selected schools to confirm update.