Grading Settings

In this tutorial, you will be able to navigate through all the grading settings for your school to get you started, as well as some settings Administrators can change based on their school.

On the Active Teacher Interface, you will see **'Settings'** on the left side of the screen.
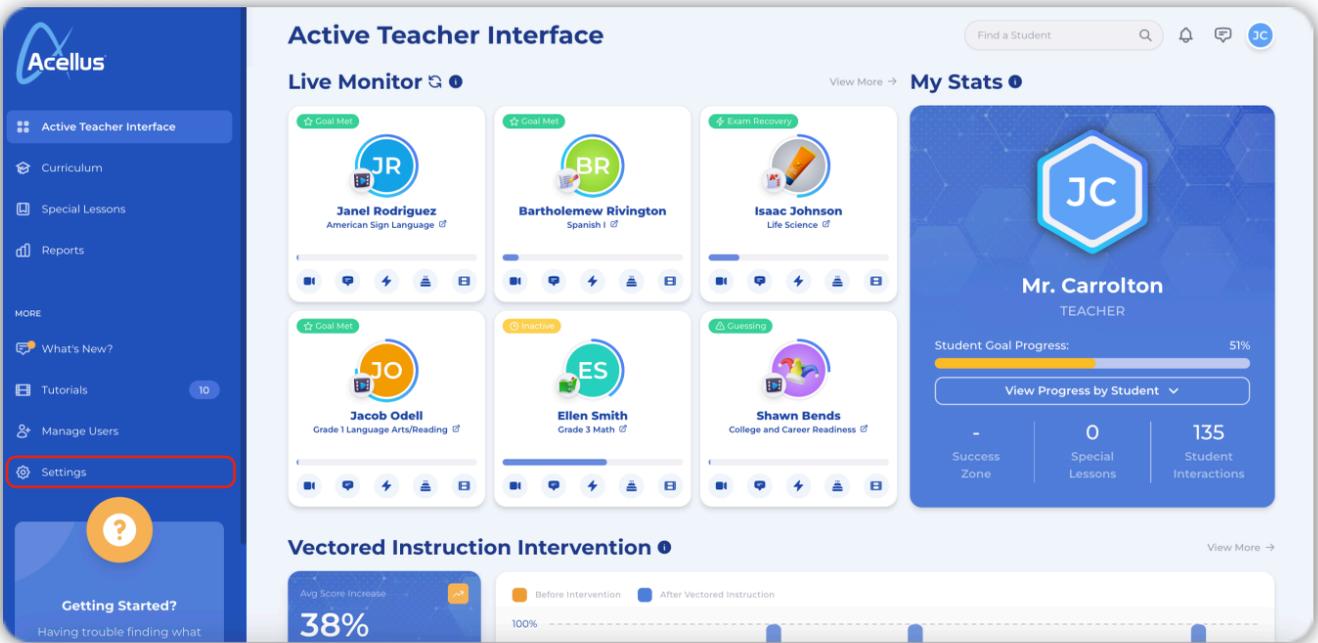
*Note: Only the School Administrator level will see the '**Settings**' option.*

After selecting '**Settings**' you will be taken to a page with four tabs at the top of the screen. After selecting '**Settings**' you will see the '**Grading**' tab located at the top of the screen.
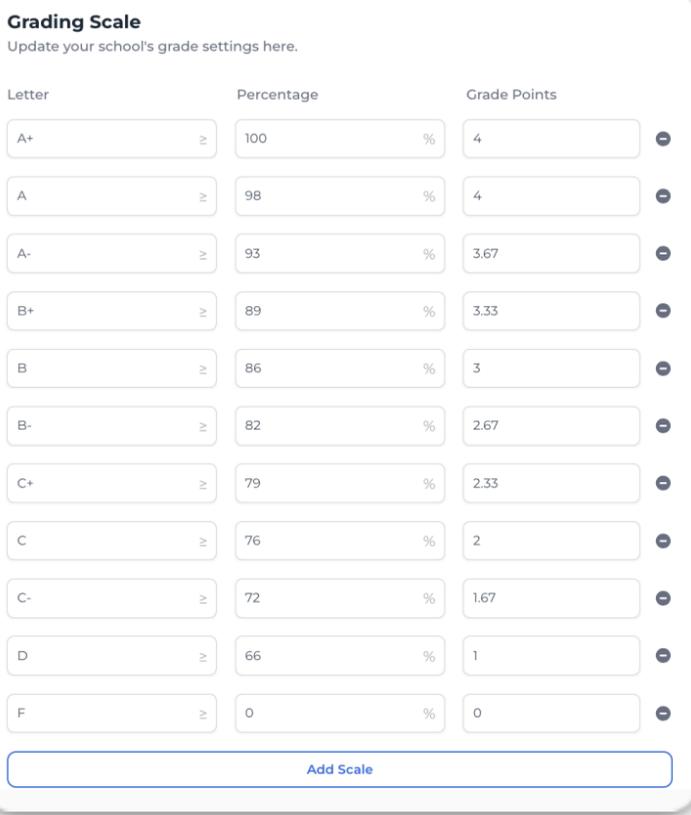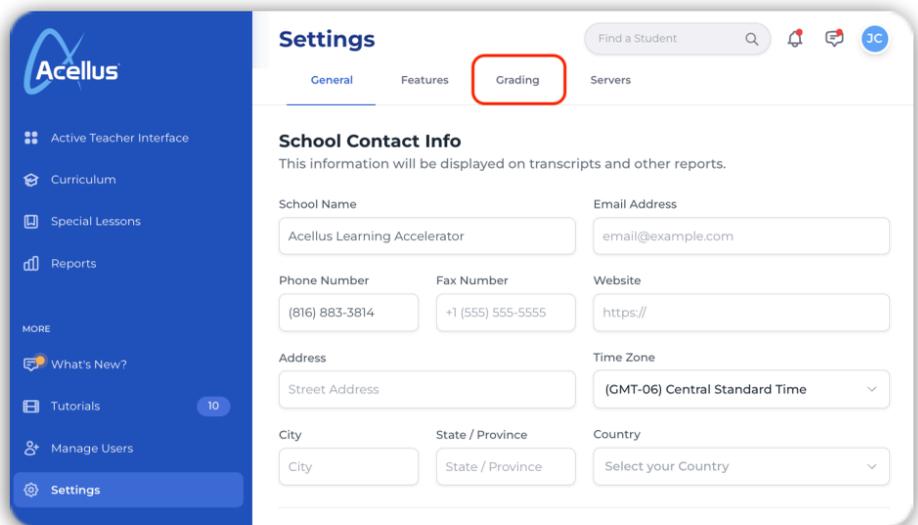
Click on the "Grading" tab, you will find everything you need to determine the proper settings on how your school will be grading its students. First, you will see the "**Grading Scale**". You are able to customize this to match your school's grading scale.

If you scroll down further, you will see "**Add a Scale**", you can click on this to additional grading scales to the table.
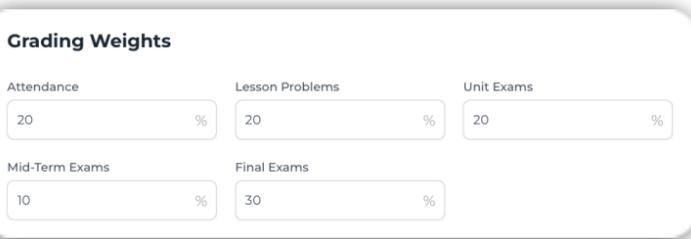
Further below, we have **"Grading Weights"**. This is where you can set the grade weights for different categories.

Note: Make sure the total number in all the categories equals 100%.
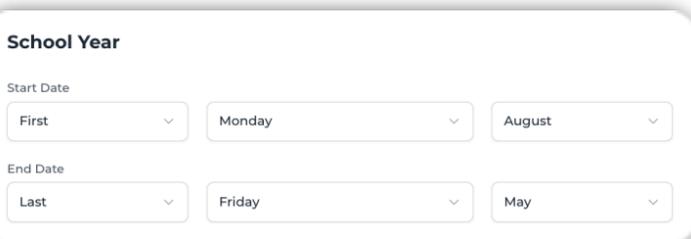
If you scroll further down, you will see "**School Year**". You will be able to set the start date and end date for the school year.
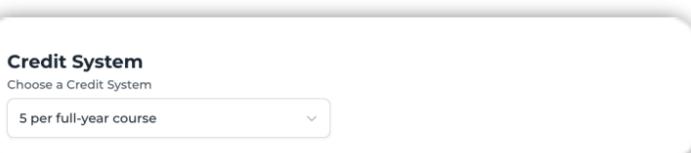
Below it, you will see **"Credit System"**. Simply choose the correct setting that matches your state's system.

Once you have made all the necessary adjustments, be sure to click '**Save**', located at the bottom of the page.