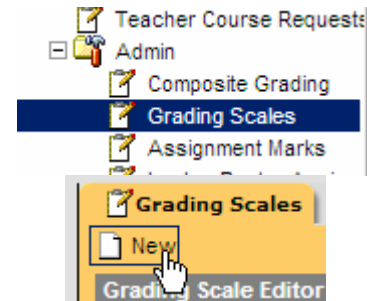# Creating Personal Grading Scale – Converting % to Standards Number

These instructions can be applied to your grade book in the sections where you want to enter scores to calculate a grade but then need to change these percents into a standards score of 1, 2, or 3.

The nice thing about using a scale like this is that when you are ready for report cards, you will only need to post and scores will appear the same way that your grades do. You will not need to convert the percents and move the numbers over by hand.

You will need to decide what the minimum percent is for each standards number.

1. Go to Instruction
2. Admin
3. Grading Scales

4. Select New

5. Enter a name – this is a personal scale, only use by you. I might called it Standards Scale
6. Enter the numbers above in each of the boxes. I did not fill out Min Percent but you will need to do this. Remember to include numbers you want to round up to fit. You Min Percent will probably be a X.5 number
7. Use "Add Grading Scale Item" to add a new score
8. Save
9. Go back to desired class/section
10. Go to Edit Grade Calc Options
11. Choose your personal scale and apply it to your desired section
12. As you enter grades you will see that a 1, 2, or 3 will appear in place of the A, B, C grades.

If they scale is not working as desired, go back in and edit the scale.