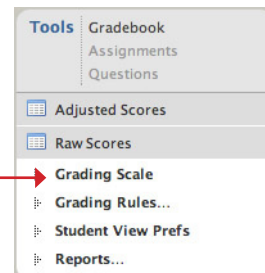


# k - state online

## CREATING A GRADING SCALE

In order to copy grades from K-State Online to iSIS, a grading scale must be created in K-State Online. The Grading Scale option chosen must match the course's official grading structure. Choose the Letter Grade option for credit courses where grades are given and the Credit/No Credit option for nongraded courses where no letter grade is given.

1. In the **Assessment** section of the **Tools** page, click the **Gradebook** link.
2. On the menu, click **Grading Scale**.
3. Choose **Letter Grades**, or **Credit/No Credit** to indicate the type of Grading Scale Values you are using in your course.
4. Choose whether you want a grading scale based on **Points** or **Percentages**.



### LETTER GRADES

#### FOR POINTS

1. Click the **Letter Grades** option.

Letter Grades  Credit/No Credit

2. Click the **Points** option and then type the minimum number of points for each letter grade in the appropriate boxes.

Points  Percentages

Cutoff for A      Cutoff for B      Cutoff for C      Cutoff for D

3. Click **Save**.

#### FOR PERCENTAGE

1. Click the **Letter Grades** option.

Letter Grades  Credit/No Credit

2. Click the **Percentage** option and then type the minimum percentage for each letter grade in the appropriate boxes.

Points  Percentages

Cutoff for A      Cutoff for B      Cutoff for C      Cutoff for D

3. Click **Save**.

### CREDIT/NO CREDIT

#### FOR POINTS

1. Click the **Credit/No Credit** option.

Letter Grades  Credit/No Credit

2. Click the **Points** option and then type the number of points that will be the cutoff for credit in the course in the appropriate box.

Points  Percentages

Cutoff for Credit

3. Click **Save**.

#### FOR PERCENTAGE

1. Click the **Credit/No Credit** option.

Letter Grades  Credit/No Credit

2. Click the **Percentage** option and then type the minimum percentage that will be the cutoff for credit in the course in the appropriate box.

Points  Percentages

Cutoff for Credit

3. Click **Save**.