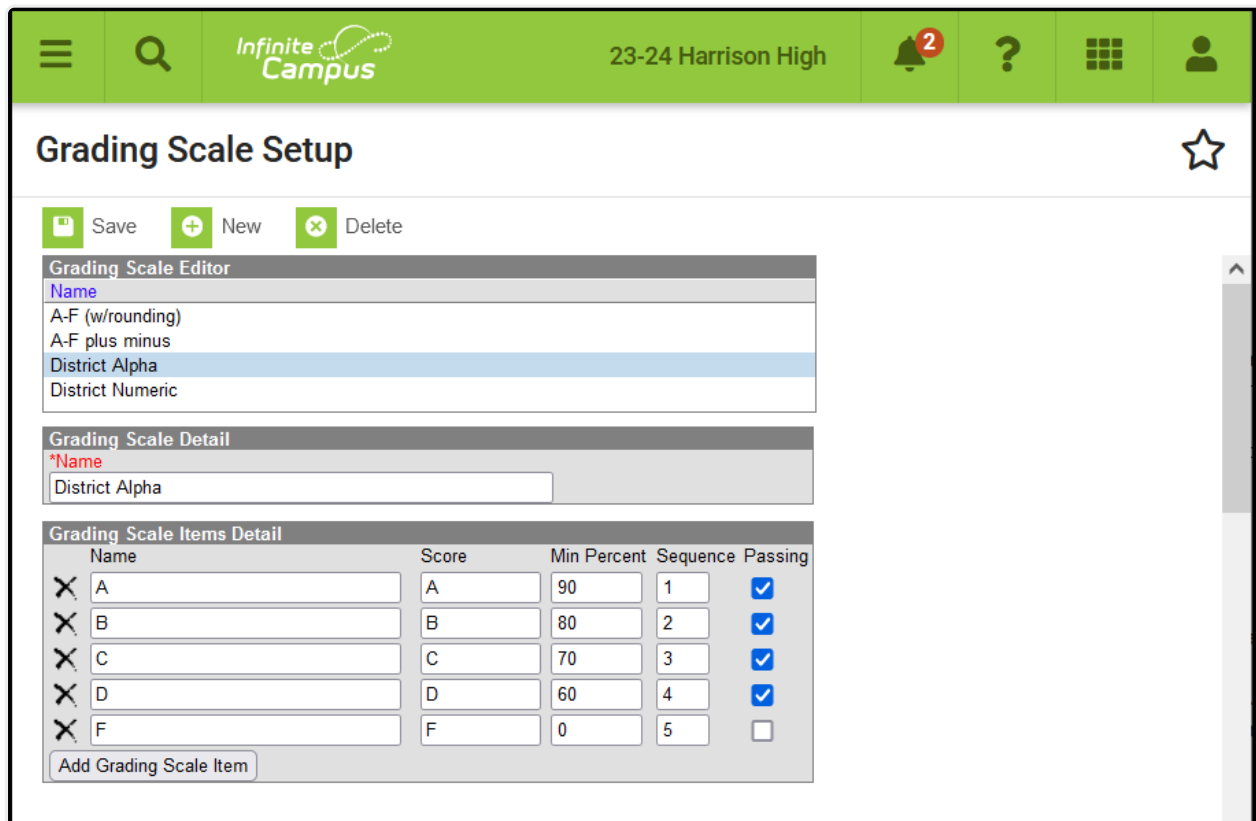# Grading Scale Setup

Last Modified on 02/02/2026 10:14 am CST

Tool Search: Grading Scale Setup

Grading scales are used by the Campus grade book to convert numeric percentages to In Progress grades. Values entered in the Score column must match items defined in the Score Group in order to post grades. The grading scale should include all scores that can be auto-calculated by the Campus Grade Book.

Grading Scales are not dependent on the Year or School selected in the Campus toolbar.

Grading Scales express percentages as letter grades.

For example, a school that has grades of A through F with pluses and minuses would create one item for each grade on the grading scale. Report card grades such as I for incomplete or NC for no credit should not be automatically calculated by Grade book and should be left off of the grading scale. A tool exists in the instruction modules for teachers to create their own personal Grading Scales if district policy allows them to do so.

See the Grading Setup Tool Rights article to learn about rights needed to use this tool.

Creating a Grading Scale

1. Select the **New** button.
2. Enter a unique **Name** for the grading scale.
3. Enter the **Name** for each item in the grading scale, such as A, Pass or Satisfactory. Add additional items by clicking the **Add Grading Scale Item** button. Remove items by clicking the **X** next to the item.
4. Enter a **Score** for each item in the grading scale, such as A, P or S.
5. Enter a **Min Percent** for each item in the grading scale. This number is the lowest percent that will earn the entered score. For example, if the Min Percent for an A is 93 and the Min Percent for an A- is 90, the possible percents that will earn an A- are 90-92. This value can be a decimal with up to three digits before and after the decimal.
6. Enter a **Sequence** for each item in the grading scale, which will control the order in which the scores appear.
7. Indicate which scores are considered **Passing**.
8. Click **Save** to save the grading scale.

Uses in Campus

Grading Scales are created at the district level in System Administration or at the teacher level in the Grade Book. Grading Scales and Assignment Marks are used to score assignments and then converted using Score Groups and Rubrics into values reported on student transcripts.

Grading scales are selected for use in the Grade Book using the Grade Calculation Options.