Define Letter Grades

Objective
To demonstrate how to define the letter grades for an I-Learn course.

Instructions
1. Navigate to the course plan of the desired course.

2. Click “Course Settings.”

3. Click “Gradebook.”

4. To create a new grade scale, click “Add.”
5. Choose a name, and enter the grade scale.

![Grade Scale Window]

6. Click “OK.”

![OK Button]

7. To edit a current grade scale, highlight the grade scale and click “Edit.”

![Edit Button]

8. Make appropriate changes.

![Grade Scale Window with Changes]
9. Click “OK.”

10. To select the grade scale, click down arrow and select desired grade scale.

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Course grade scale:  
A,B,C,D,F
A,B,C,D,F
Course grade viewed as:  
A+,A,A-,...,F
Points
P/F
```

11. When finished, click “Done.”