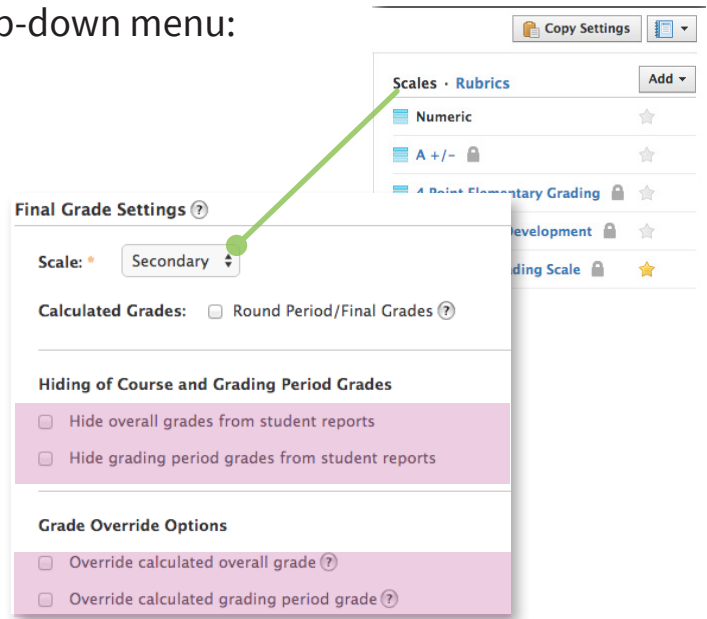


# **schoolology** Final Grade Settings For Instructors at LAUSD

Below are the required guidelines for the Final Grade Settings configuration in the Grade Set Up tab of your Schoolology course to ensure compatibility with MISIS.

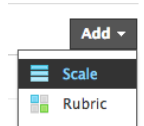
Choose a grading scale from the Scale drop-down menu:

- If you are an instructor of an elementary course, you must use a 4321 scale for your Final Grade Settings scale.
- If you are an instructor of a secondary course, you must use an ABCDF scale.
- You have the option to use the scale created for you by your System Admin, indicated by the lock icon to the right of the title in the scales list.
- Or, read the instructions below to create your own scale.
- Do not select any of the Hiding or Override options. All grade overrides should occur in the MiSiS app.



## How to Create a Custom Final Grades Settings Scale

1. In your course, click Gradebook and then Grade Set Up.
2. In the Scales column on the right of Grade Set Up, click Add. Select Scale from the drop-down.
3. Choose Based On: Percentage and give your scale a name.
4. Enter your scale range and criteria:



**For Elementary Instructors:** In the first Letter Grade field, enter “(4)”. In the range field, enter the minimum percentage score required to receive a 4 in the course. Repeat for (3), (2), (1) by clicking Add Level.

**For Secondary Instructors:** In the first Letter Grade field, enter “A”. In the range field, enter the minimum percentage score required to receive an A in the course. Repeat for B, C, D and F by clicking Add Level.

Letter Grade	Range	Letter Conversion
(4)	85 % - 100%	92 %
(3)	0 % - 85%	%
(2)	0 % - 0%	%
(1)	0 % - 0%	%

Letter Grade	Range	Letter Conversion
A	95 % - 100%	97 %
B	85 % - 95%	90 %
	% - 85%	90 %

6. Check “Only Show Letter Grade” and “Use Average”.
7. Click Save Changes