

# Seaport 3

## Setting Up the Grade Scale

1. After logging in and selecting your course, click **Gradebook** in the left navigation menu (Figure 1).

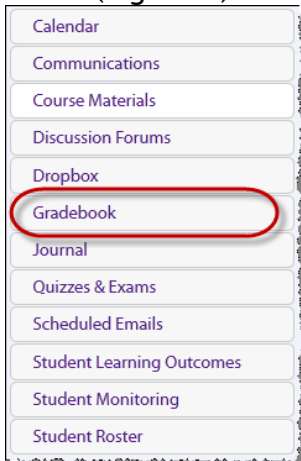


Figure 1

2. Click **Grading Scale** (Figure 2).

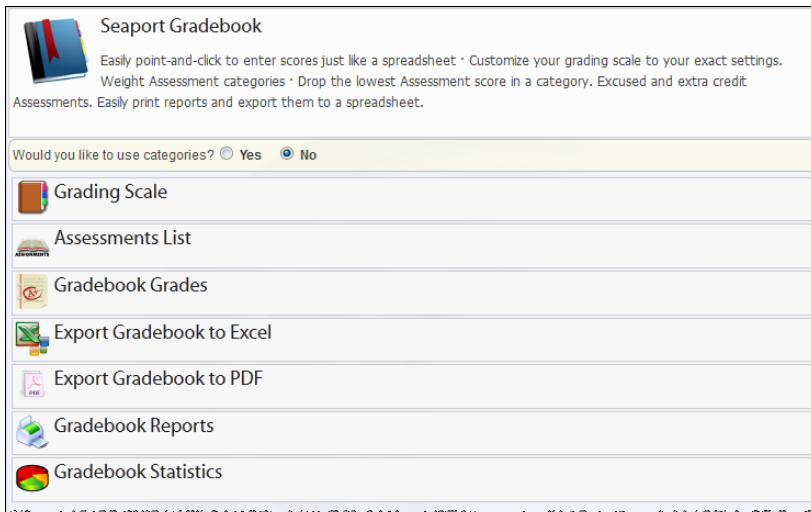


Figure 2

3. In the Section Grading Scale window click **Add New Grade Scale** (Figure 3).

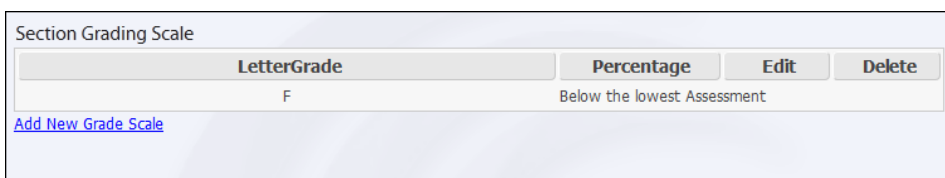
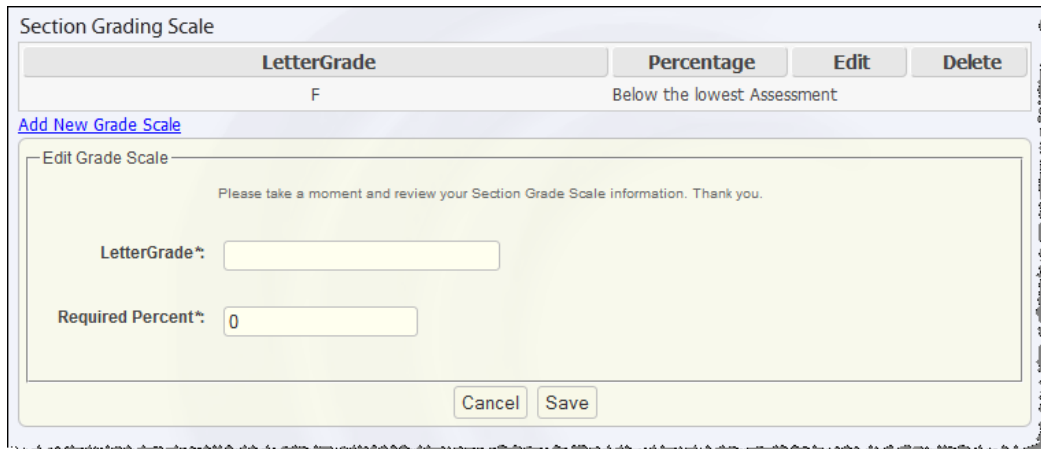


Figure 3

## Seaport 3

4. In the Edit Grade Scale window enter a Letter Grade and the Required Percent into the appropriate text fields (Figure 4).



Section Grading Scale

LetterGrade	Percentage	Edit	Delete
F	Below the lowest Assessment		

[Add New Grade Scale](#)

Edit Grade Scale

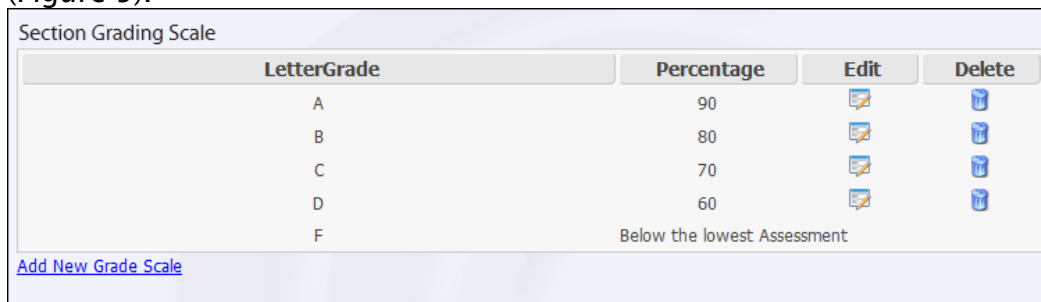
Please take a moment and review your Section Grade Scale information. Thank you.

LetterGrade\*:

Required Percent\*:

Figure 4

5. Repeat steps 3 & 4 for each letter grade.
6. When you have completed your Grade Scale it will show all possible letter grades (Figure 5).



Section Grading Scale

LetterGrade	Percentage	Edit	Delete
A	90		
B	80		
C	70		
D	60		
F	Below the lowest Assessment		

[Add New Grade Scale](#)

Figure 5