How To Add Report Card Grade In School Settings

Report card grades are the main grading system that the school uses. You can set them up by navigating to:

Menu Bar >> Settings >> Grades

Click on Report Card Grades.

On the page, you will find a Search bar where you search the Sections.

1. When you click on the excel sheet logo you can export the data into excel.
2. When you click on the lines you can get options you can select and deselect fields.
3. By clicking on the pen you can edit the fields.
4. By clicking on the bin logo to delete a field.
5. When you want to move any field up or down just drag this icon.

Select the Grade Scale you want to make changes to. You can simply delete it by clicking on the bin logo or add a new category by clicking on the '+Add Grade Scale'.

When you click on '**Add Grade Scale** ' you will get a popup page where you will need to add details like-

- Grade Scale Name
- Scale Value
- Comment
- Switch on Calculate GPA toggle to switch on automatic GPA calculation.

Click **Submit** to save.



On the right side of the newly created grade scale, there will be option to enter the grades. Click on **+Add New Grade** and complete the grading table. As an example, we have used the US high school and college grading table. You can use your school's values in here.

You can keep the **Weighted GP Value** column empty if your school does not offer Advanced Placement (AP) classes which usually carries higher GP values.



The Breakoff fetches the letter grades as per the scores. Here, A=90; when a student gets 90 & above he will be entitled to get an A.

The Weighted GP Value is entered to calculate GPA of the weighted courses (where "Course is weighted" option is on).

The Unweighted GP Value is entered to calculate GPA of the unweighted courses (where "Course is weighted" option is off).

Basically, creating this section would help to get the letter grades on the report card and to calculate GPA while creating Transcript.

You can repeat the same steps to create more fields.

You can select from the options that you want to keep visible in the Grade scale field.

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