



# YouTestMe

Grading Scales

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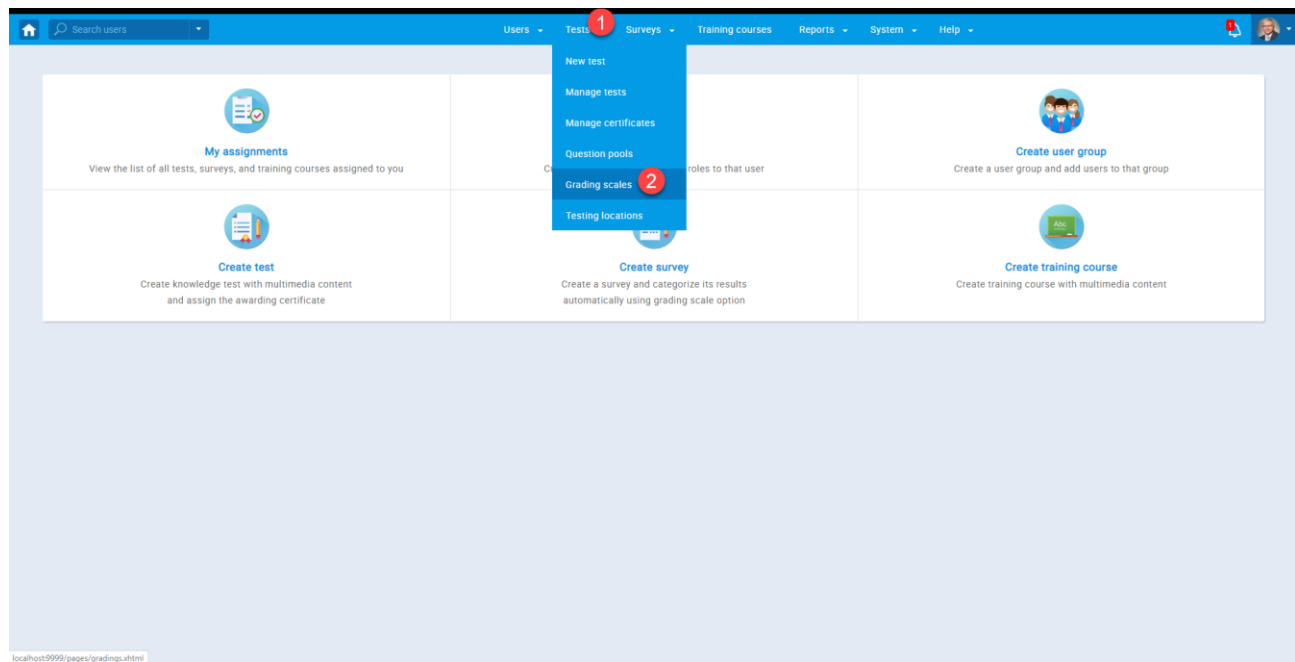
# 1 Introduction

This document's purpose is to explain how to use grading scales in tests.

## 2 Steps

### 2.1 Creating the Grading scale

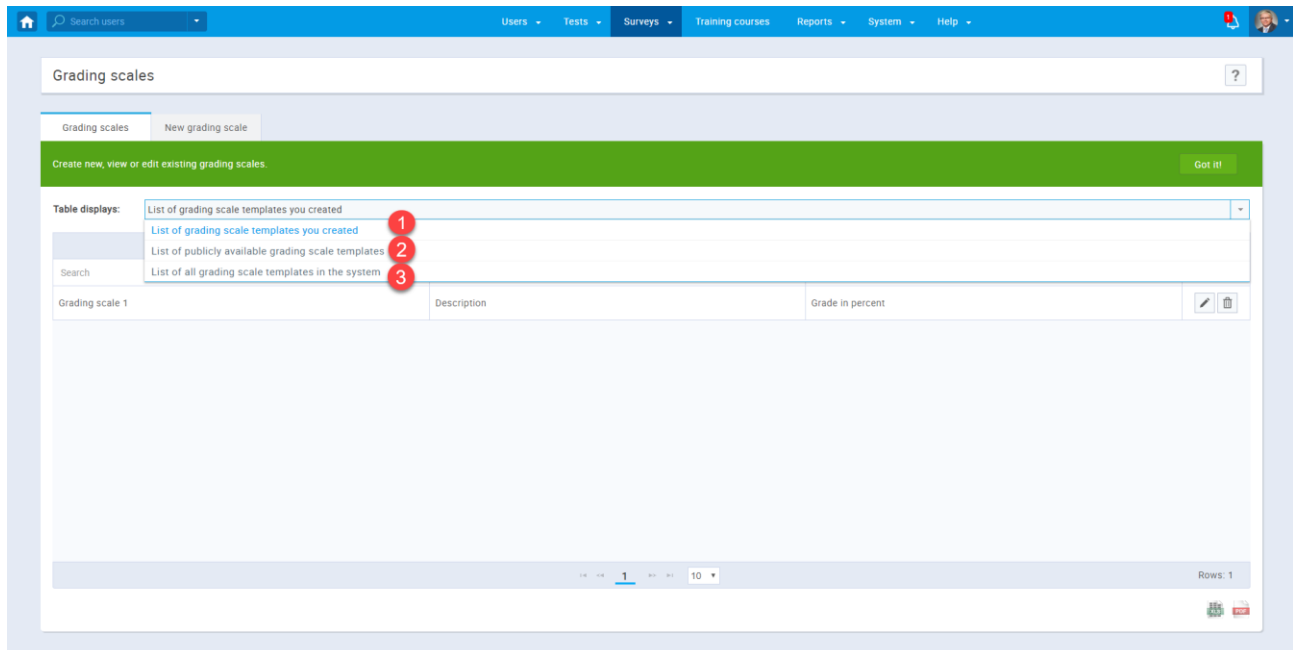
To access the "Grading scales" module, navigate to the "Tests" option in the main menu, and choose "Grading scales":



You can edit the existing grading scale, or you can create a new one.

### 2.1.1 Editing grading scale templates

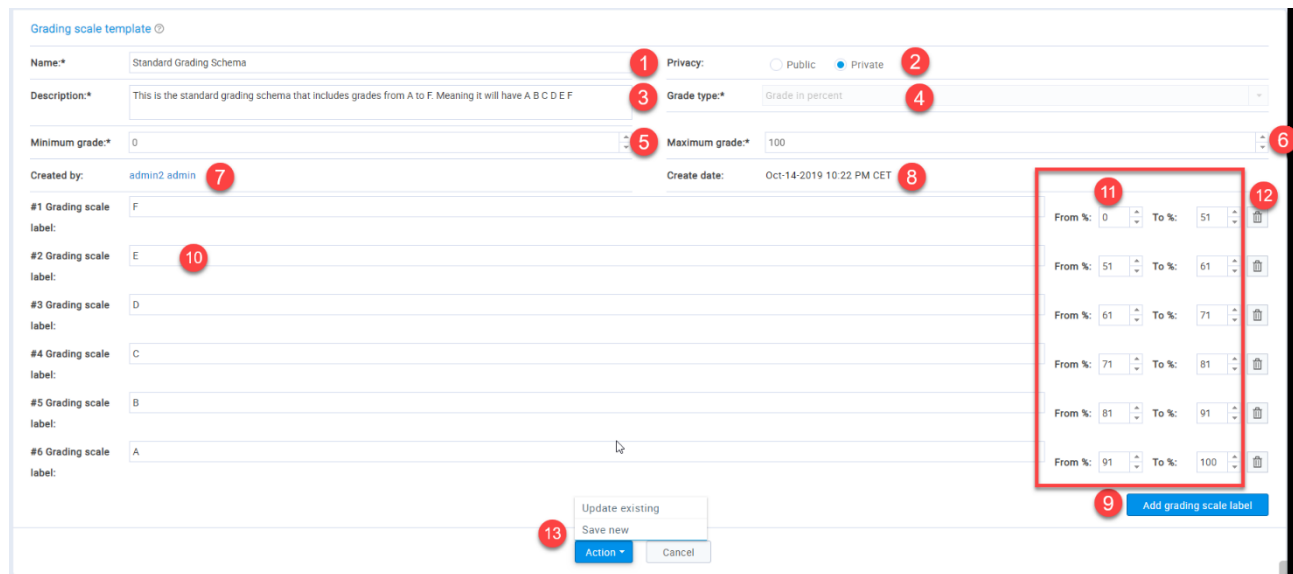
1. Edit name
2. Set privacy to *private* or *public*. All the users can preview the public ones with adequate permissions, and their creator can only see the private ones.
3. Edit description
4. Preview chosen grade type
5. Choose minimum grade
6. Choose maximum grade
7. See who is the creator of the template
8. See the creation date of the template
9. Click to create a new grading scale label
10. Edit the grading scale label's name
11. Edit the ranges of the different labels - All of the test scores within that range will be associated with that label
12. Delete a label
13. Update the existing label or create a new one from the changes you made



### 2.1.2 New grading scale

To create a new grading scale, you should:

1. Enter the name for a new grading scale template. This field is mandatory
2. Choose whether it is going to be *public* or *private*
3. Add a description. This field is mandatory
4. Choose "Grade in percent" or "Grade in points."
5. Select a minimum grade
6. Select a maximum grade
7. The user that created the Grading Scales
8. The Grading Scales creation date
9. Click to add Grading scale labels
10. Insert the name of the grading scale labels
11. Create a starting value for the range of the label that you defined
12. Create an ending value for the range of the label that you defined
13. Select the "Save" option.

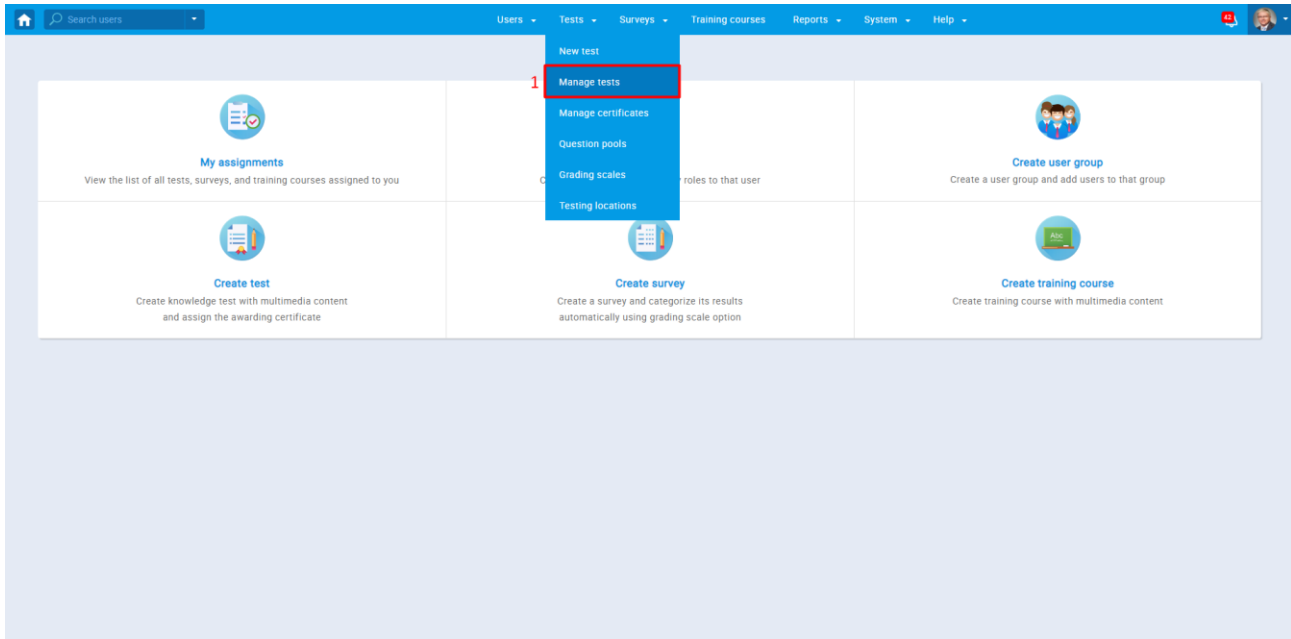


The screenshot shows the 'Grading scale template' form with the following elements and callouts:

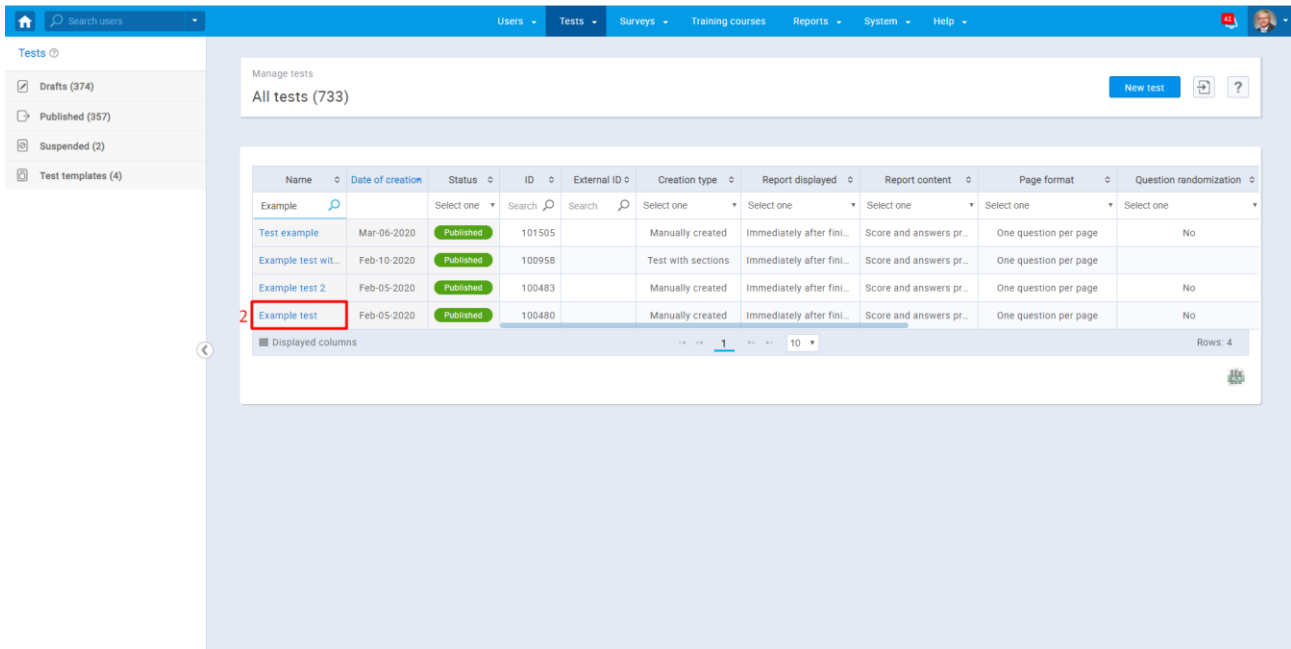
- 1**: Name field (Standard Grading Schema)
- 2**: Privacy radio buttons (Public, Private)
- 3**: Description field (This is the standard grading schema that includes grades from A to F. Meaning it will have A B C D E F)
- 4**: Grade type dropdown (Grade in percent)
- 5**: Minimum grade input (0)
- 6**: Maximum grade input (100)
- 7**: Created by field (admin2\_admin)
- 8**: Create date field (Oct-14-2019 10:22 PM CET)
- 9**: Add grading scale label button
- 10**: #2 Grading scale label input (E)
- 11**: From % input for a label range (0)
- 12**: To % input for a label range (51)
- 13**: Save new button

## 2.2 Use the Grading scale in test

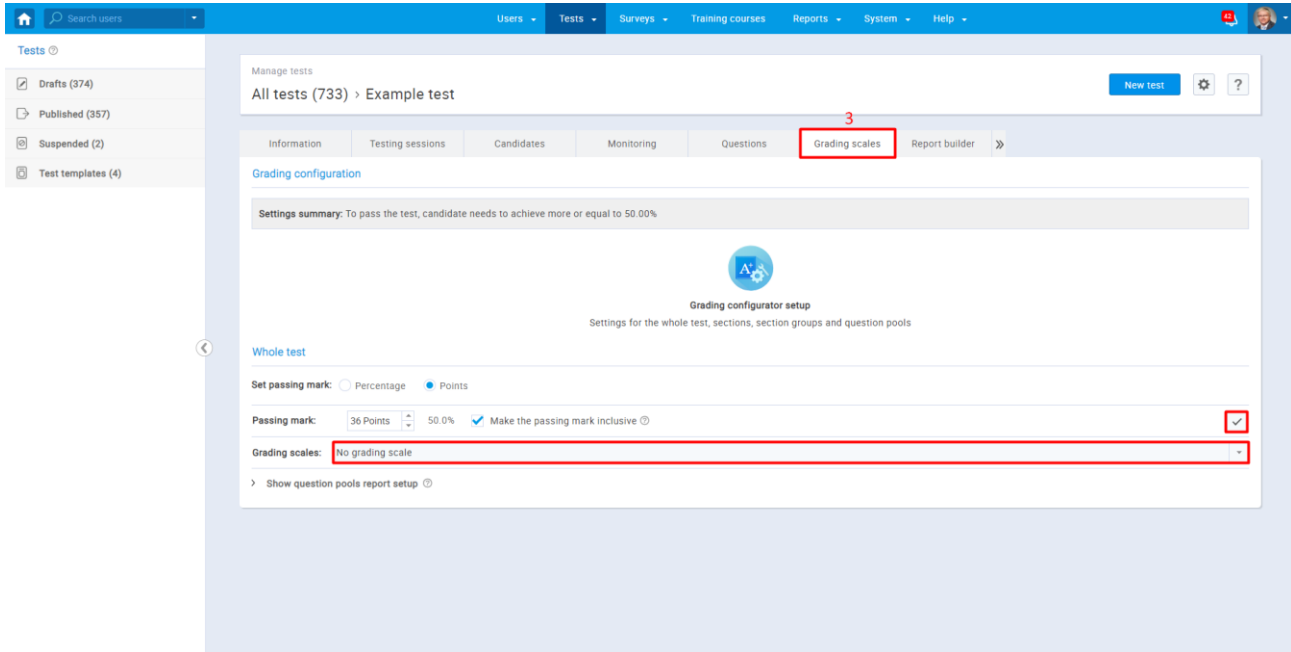
1. Navigate to the "Tests" option and select "Manage tests."



2. Search for a specific test by test name, ID, or external ID and select it from the "Name" column.



3. Select the "Grading scales" tab, choose the grading scale template you want to assign from a drop-down menu, and select the "Checkmark" option to confirm it.



The screenshot shows the 'Grading configuration' page for a test named 'Example test'. The 'Grading scales' tab is selected and highlighted with a red box and a red '3'. Below the tab, the 'Grading scales' dropdown menu is highlighted with a red box and contains the text 'No grading scale'. A red checkmark icon is visible in the bottom right corner of the configuration area.