

## (%) GRADE SCALE

In this window you defined the grade scale according to your College/University grade parameters. Click on the "Reset" button to delete the default scale. Start by defining from the 0% and work your way up.

## IMPORTANT:

If you enter data that is not recognizable by Grades or try a command that is not available "Grades" will Beep. You can then ask the program for an explanation of the error by pressing Command-Y or selecting the "Why" from the Apple Menu

## BUTTONS:

deletes the currently displayed Grade scale.

reverts to the Default grade scale.

Saves the currently displayed grade scale as the default.

Deletes the currently displayed record from the grade scale. The currently displayed record appears on the top portion of the window.

Clears and prepares the window to enter additional data. If you have made changes to previous records, click on this button to clear the window.

Click "OK" to close and accept all changes or addition to Grade Scale window.

### (A->F) GRADE SCALE

In this window you defined the letter grade scale according to your College/University grade parameters. Click on the "Reset" button to delete the default scale. Start by defining from the lowest letter grade and work your way up.

## FUNCTIONS:

Deletes the currently displayed Grade scale.

Reverts to the Default grade scale.

Saves the currently displayed grade scale as the default.

Deletes the currently displayed record from the grade scale. The currently displayed record appears on the top portion of the window.

Clears and prepares the window to enter additional data. If you have made changes to previous records, click on this button to clear the window.

lick "OK" to close and accept all changes or addition to Grade Scale window.