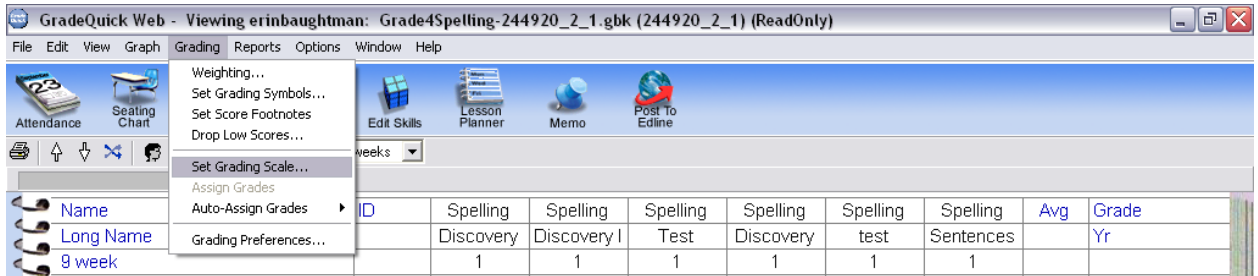
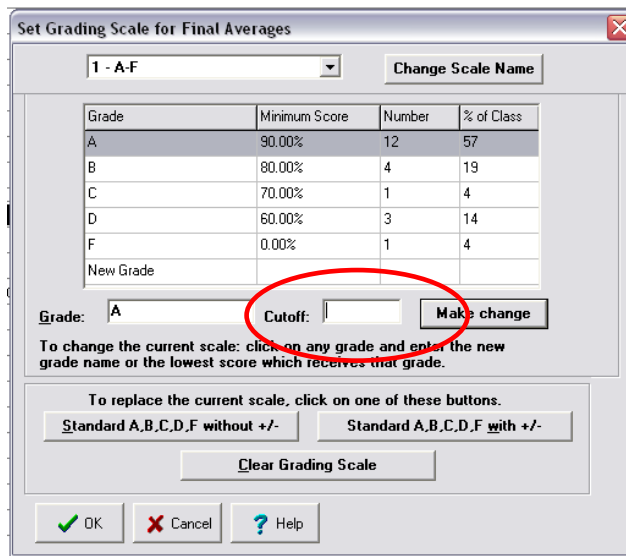


## Rounding Grades

- To round grades you must adjust your grading scale in GradeQuick. First go to the grading menu and choose Set grading scale



- The grading scale window will appear. The default cutoff for an A is 90%, B 80%, C 70% and D 60%. To change the cut off value for an A click in the value box and remove 90% as shown below.



Enter 89.5 as the cut-off value and click the **Make Change** button.

- Repeat step 2 for each letter grade. **Make sure to click the Make Change button for each cutoff value.** If you don't click the Make Change button the value for that grade will not be set for that grade.
- When you have set the cutoff values for each letter grade **Click OK.**