

## Gradequick/Edline – View Numeric Grades

Complete the following steps to view numeric grades instead of Grade Scale Points:

Open Gradebook



Click on Grading (located at the top of screen)



Click on Grading Preferences



Click inside the box next to “Use Numeric Grades instead of Grade Scale”



Click OK

**Note:** Make any changes to cutoff values prior to making this change.

Don't forget that help is available online by clicking Help in GradeQuick or Edline.

You may also contact your Instructional Technology Specialist: Stephanie Donald [sdonald@pcssd.org](mailto:sdonald@pcssd.org) , Djuna Dudeck [ddudeck@pcssd.org](mailto:ddudeck@pcssd.org) , or Ellie Sullivan [esullivan@pcssd.org](mailto:esullivan@pcssd.org)