## **Grade Book Setup for Developmental Courses**

1. After selecting the course, click on **Setup Grade Standards** from the *Course Options* view. Click on Add Standard.

SHEILAH COTTEN	PRIN DE SOCIOLOGY [SOC201C]	
Current term: FA-08 (change)		
Edit Address   Change Password   Logout	My Courses > Course Options > Setup Grade Standards	
Faculty Portal	Add Standard   Copy Default Grade Scale   Copy Scale from a Different Course   Mass Update Grades	
Home	Grade standards have not been set up for this course.	
My Students	This Colored Letter Grade Indicates a Duplicate Grade	
Registration	This Colored Percent Cutoff Indicates a Duplicate Cutoff This Colored Letter Percent Indicates a Duplicate Percent	
Course Offering	This colored Letter Percent indicates a bupicate Percent.	

2. Enter "RA" in the *Letter Grade* field, "90" in the *Percent Cutoff* field, and "90" in the *Letter Percentage* field. Then click on the **Add Grade Standard** button.

SHEILAH COTTEN	PRIN OF SOCIOLOGY [SOC201C]
Current term: FA-08 (change)	
Edit Address   Change Password   Logout	My Courses > Course Options > Add Grade Standard
Faculty Portal	Grade Standards Add
Home	"Letter Grade: RA
My Students	*Percent Cutoff: 90
Registration	*Letter Percentage: 90
Course Offering	Add Grade Sheedard Consol
Course Master	Add Grade Statioard Californ
Degree Information	

3. Repeat this process using data from the table below.

Letter Grade	%CutOff	Letter%
RB	80	80
RC	70	70
RD	60	60
RF	0	0

4. When complete, return to the Mid-Term Grade Submittal Guideline and pick up at step #7.