

## 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.

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.

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.