Check or change grading system

1. Go to the *Grades* tool and select the *Settings* option (it appears to the top right of the screen).



- 2. Choose the Calculation Options tab.
- 3. Under the *Grading System* heading, you will see the *Weighted* and *Points* systems. The radio box that is checked represents the grading system currently in use. You can change systems by checking the radio box next to your preferred system and pressing the *Save* button at the bottom of the screen.



