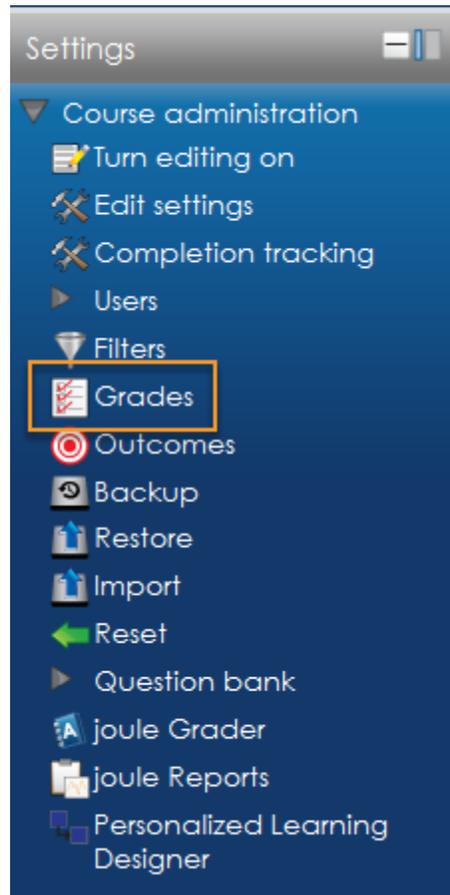


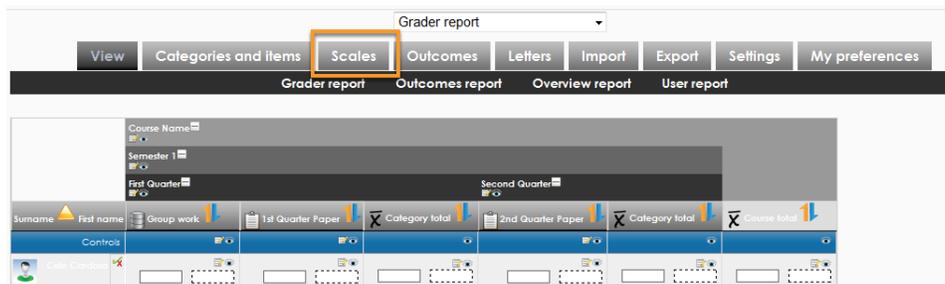
How to add/edit a Scale in Moodle 2.

Scales are a way to measure or evaluate students' performance. Scales can be created with text (verbose scales) or numbers, which may or may not be symbolic of percentage ranges, to inform students, parents, administrators, or supervisors of student accomplishments. Add a Scale by following the steps below.

From the Settings block, Course administration, click "Grades."



Click on the "Scales" area.



Tabs view: Click Scales tab.

Drop down menu: Select View under Scales in the menu.

Click "Add a new scale" to add a Custom Scale.

Standard scales

Scale	Used	Edit
Separate and Connected ways of knowing Mostly separate knowing, Separate and connected, Mostly connected knowing	No	 
Scale 1-5 1, 2, 3, 4, 5	Yes	
Yes/No (2 point) No, Yes	Yes	
Competency Fully competent, Partially competent, Not competent	Yes	

[Add a new scale](#)

Click the "Edit" icon to edit an existing scale.

Standard scales

Scale	Used	Edit
Separate and Connected ways of knowing Mostly separate knowing, Separate and connected, Mostly connected knowing	No	 
Scale 1-5 1, 2, 3, 4, 5	Yes	
Yes/No (2 point) No, Yes	Yes	
Competency Fully competent, Partially competent, Not competent	Yes	

[Add a new scale](#)

Note: Standard scales that have not been used in a course, can only be edited by site administrators by default.

