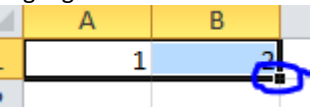


□ How do I create over 100 point scales

**How to:**

1. Open excel
2. In column 1A put a 1 and in 1B put a 2
3. Highlight both blocks  

4. Click and on the black square
5. Drag it to the right
6. Stop when you get the number above 100 that is needed
7. Click "Save as"
8. Name the file
9. Save as type: CSV
10. Go the CSV file
11. Right click on the file
12. Open with "Notepad"
13. Highlight and copy
14. Go into the course in Moodle
15. Click on grades
16. Click on Scales
17. Click on Add a new scale
18. Name the scale the number i.e. 125 scale (use what ever point value you have done)
19. Paste the numbers with the commas into the Scale block
20. Click save changes
21. Go to the item that needs the above 100 points
22. In the grade area, choose the scale you need