## **Find Conversion Scale ID**

1. Make sure you are in **District**. Choose **District >Standards >List Standards** 

Function	Description		
Conversion Scales	Define and manage grading scales used by the standards system.		
Custom List	Search and display standards within a hierarchical list.		
Custom List Settings	Set the search criteria for displaying standards with a hierarchical list.		
Display Settings	Setup the student standards screen.		
List Standards	Display and create new standards.		
Standards Score Calculation	Select weighted or unweighted Standards score calculation method.		

## 2. Click New

New					
Expand All	Collapse All				
School					

3. On the **Standard Form** is a drop-down list for conversion scale. Finding the source code for this list will give you the ID.

Sort Order	
Course Number	(only applies to School standards)
Comments	□ Include comment field (only applies to School standards)
Conversion Scale	+/- Scale

4. To find the source code, right-click on the form and choose



5. Notepad will appear with the code. Choose **Edit** $\rightarrow$ **Find** and type in **Conversion**. Then click **Find Next**.

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6. Once the word **Conversion** is found, cancel the Find box and select the code shown below – beginning with the on the line above Conversion and ending with the which will be 2-3 lines below conversion.



7. Paste this into Word and use the enter key to put each **<option** on a new line 

```
Conversion Scale
<select name="UF-053013-1" special="stdconversionscale">
<option value="2021">+/- Scale
<option value="2015">Assess Standards
<option value="399">Default
<option value="2065">DRA Score
<option value="2024">Letter Scale
<option value="2016">Rating Scale
<option value="2087">Sight Words</select</td>
```

8. Each of the italicized numbers opposite value above represent the ID for the Conversion Scale on the same line. These are the number that will be entered in the Conversion Scale column on the template.