

# How can I change the grading method in MyUCLA Gradebook?

The ability to change the grading method is locked once any items are created in the schema. In order to change the grading method, remove all items (the categories can remain) and then make the adjustment. Questions about this procedure can be directed to the UIT Help Desk at [gradebook@college.ucla.edu](mailto:gradebook@college.ucla.edu) or 310.206.4525.

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