

# Adding a rating scale

To add a new scale, click on the plus



Enter the name of the rating scale in the "Enter the rating scale name" field and click on the plus sign



Enter Rating Scale Name



Click on the "Rating" item

New rating scale


Rating +		
Points*	Rating Description*	Extended Description

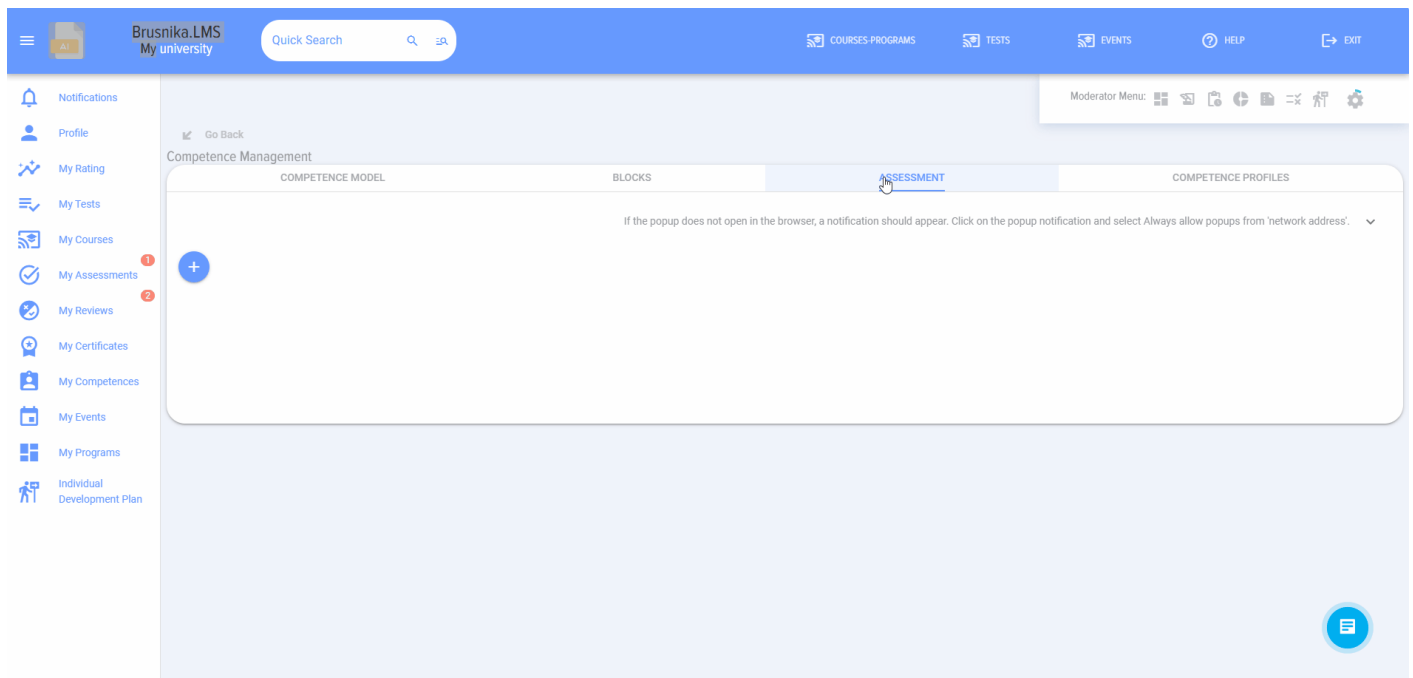
Click on the plus

New rating scale

Rating +		
Points*	Rating Description*	Extended Description

A three column form will open for input and enter your rating.

Rating +		
Points*	Rating Description*	Extended Description
	Click to Edit	Click to Edit



The first column is the score in points. It will be used to calculate the results, the average value;

The second column is the title, for example, average, good, excellent, etc.;

The third column is an extended description.

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