



Grade Compass

User guide — converting partner-university grades into the 1–10 Spanish university scale.

How it works

Grade Compass converts a partner university's grade into the standard 1–10 scale, so nobody has to do it by hand anymore. Here's what it does and how to use each part.

The basics

Go to the home page. Pick the partner university from the dropdown (grouped by country), type in the grade the student got, and the converted grade appears instantly — no button to click.

You'll see:

- The converted grade, on the 1–10 scale.
- A label: Suspenso, Aprobado, Notable, Sobresaliente, or Matrícula de Honor.
- A confidence tag: *exact match*, *interpolated*, or *letter match*.

Click the copy icon to copy the result. Press **Esc** to clear the grade field and start the next one.

Tip The tool remembers the last university you used. Pin ones you use often (star icon) so they show up at the top.

Grades that don't have a number

Some universities use pass/fail-style codes — F (fail) or W (withdrawn), for example. If a student's grade is one of these, the tool shows the code as-is instead of a converted number, since there's nothing to convert.

When a university is flagged "verify"

A small amber **verify** badge next to a university's name means the conversion table was reconstructed from a low-quality source document and hasn't been double-checked against the original yet. You can still use it, but treat the result as a draft — check it against the source document (linked under the result, if available) before entering it on a transcript.

Converting grades for a whole class at once

Go to **Bulk**. Upload an Excel or CSV file with these columns (any reasonable header name works — "nota", "mark", "score" all count as grade):

student	course	university	grade
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Click **Download template** if you want a starter file with the right headers.

The tool will try to match the university name in your file to one in the system, even if it's not spelled exactly the same. If it can't find a confident match, or a grade is missing, that row is flagged as an error instead of guessed at.

Once processed, click **Export .xlsx** to download everything — original grade, converted grade, label, and any errors — in one file.

Building a student's transcript

Go to **Transcripts** → **New student**. Add their name and (optionally) a student ID or notes.

On the student's page, add each course one at a time: course name, university, and grade. The tool shows you a preview of the converted grade before you add it, so you can catch mistakes early. The page keeps a running average of all numeric grades.

When it's ready, click **Print / PDF** to get a clean, printable version of the transcript — this strips out all the buttons and editing controls automatically.

Adding or fixing a university's conversion table

This is under **Admin**. Click **Add university** or the pencil icon to edit one that already exists.

Each university needs:

- A **scale type**: numeric (e.g. 0–20, 50–100) or letter (e.g. A, B+, C-).
- A **scale range** (numeric only) — the min and max grade possible on that scale.
- A **conversion table** — pairs of "this grade there" → "this grade here." You don't need every possible grade — the tool interpolates for numeric scales.
- Optional: a **note** (tooltip on results), a **source document link**, and **special codes** in JSON (e.g. {"F": "Fail", "W": "Withdraw"}).
- A **needs verification** checkbox — tick if you're not fully confident, so staff see the warning badge.

Deleting a university removes its table too — you'll get a confirmation prompt first since this can't be undone.

Usage stats

Analytics shows overall usage: total conversions, average grade, a 30-day activity chart, most-used universities and countries, and how grades are distributed across the five bands. This is for coordinators tracking overall patterns, not for looking up individual students.

A note on accuracy

The conversion logic doesn't guess — it only does two things: exact lookup, or straight-line interpolation between the two closest known points on a university's table. If a grade falls outside a university's valid range, or doesn't match any known letter grade, you'll get a clear error message rather than a made-up number.