## Southern OREGON

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## Faculty: Display Letter Grade in Gradebook

Hart Wilson - 2025-05-29 - Comments (0) - Faculty

It can be helpful to display a letter grade in conjunction with the course total in the gradebook so that students

			Demo Course One-	
First name / Last name 📤		ID number	∑ Course total 🗢 🔗	
Student8 Eight	<b>=</b>	12348		20.00 (A)
Student6 Six	⊞ 🖋	12346		20.00 (A)

can easily see where they stand throughout the term. Faculty can see final grades at the end of the term—but only if editing is turned off in their course! (See note below.)

Notes

- By default, an A in Moodle starts at 93%. To customize the grade scale, contact CATL for assistance.
- Students can always see their letter grade, but they are **only** displayed to instructors when editing is turned **off**. (Silly Moodle!)

## Display Letter Grades

To display a letter grade with the total score:

- 1. Click on the **Grades** tab at the top of your course page.
- 2. Open the gradebook options pull-down menu.
- 3. Select Gradebook setup.
- Open the Edit link associated with the course total at the top of the gradebook table to Edit settings.
- 5. In the **Category total** options area, open the **Grade display type** pull-down menu and select **Real (letter)**.
- 6. Save changes.

