





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

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.)

			Demo Course One —
First name / Last name ▲		ID number	Σ Course total ⬆ ⬇ ✎
 Student8 Eight	 ✎	12348	20.00 (A)
 Student6 Six	 ✎	12346	20.00 (A)

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**.
4. 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**.

Course

Settings

Participants

Grades1

Reports

More

Grader report2

View

Grader report

Grade history

Overview report

Single view

Grade summary

User report

Setup

Gradebook setup3

Course grade settings

Preferences: Grader report

More

Scales

Grade letters

Import

Export

ID number

12348

12345

12344

12341

Demo Course One: Setup: Gradebook setup

Course

Settings

Participants

Grades

Reports

More

Gradebook setup

Add grade item

Add category

Gradebook setup

Name

Weights?

Max grade

Actions

Select

Demo Course One

-

Edit4

All

Course total

Edit settings

Hide

Reset weights

Edit category

Grade category

Category name

Aggregation?

Natural

Show more...

Category total

Show more...

Grade type?

Value

Maximum grade?

100

Grade display type?

Default (Real)5

Default (Real)

Letter

Letter (percentage)

Letter (real)

Percentage

Percentage (letter)

Percentage (real)

Real

Real (letter)

Real (percentage)

Hidden until