












## 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	 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 **Grades** <sup>1</sup> Reports More ▾

**Grader report** ▾ <sup>2</sup>

- View
  - ✓ **Grader report**
  - Grade history
  - Overview report
  - Single view
  - Grade summary
  - User report
- Setup
  - Gradebook setup** <sup>3</sup>
  - Course grade settings
  - Preferences: Grader report
- More
  - ID number
  - 12348
  - Scales
  - 12345
  - Grade letters
  - 12344
  - Import
  - 12341
  - Export

### 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	-		<b>Edit</b> ▾ <sup>4</sup>	All
Course total			<ul style="list-style-type: none"><li>Edit settings</li><li>Hide</li><li>Reset weights</li></ul>	

### 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) ▾ <sup>5</sup>

- Default (Real)
- Letter
- Letter (percentage)
- Letter (real)
- Percentage
- Percentage (letter)
- Percentage (real)
- Real
- Real (letter)**
- Real (percentage)

Hidden until