Faculty: Display Letter Grade in Gradebook

Hart Wilson - 2025-12-18 - 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.)

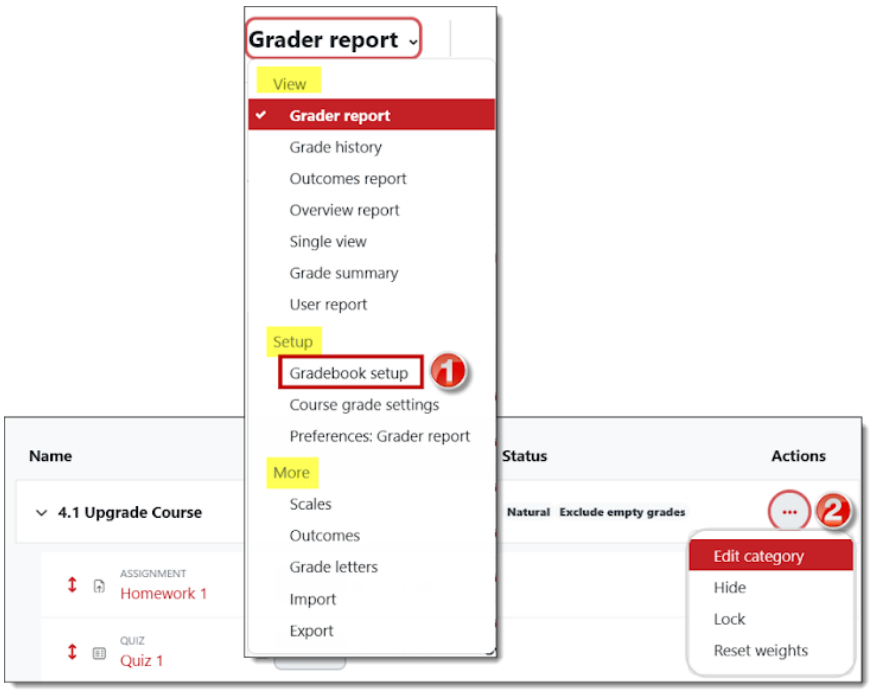
Notes

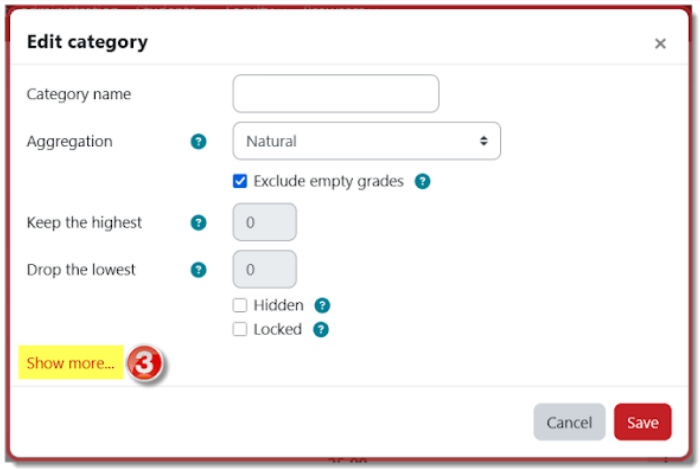
- By default, an A in Moodle starts at 93%. To customize the grade scale, contact CATL for assistance.
- Students can always see their letter grade, but letters are **only** displayed to instructors when editing is turned **off**. (Silly Moodle!)

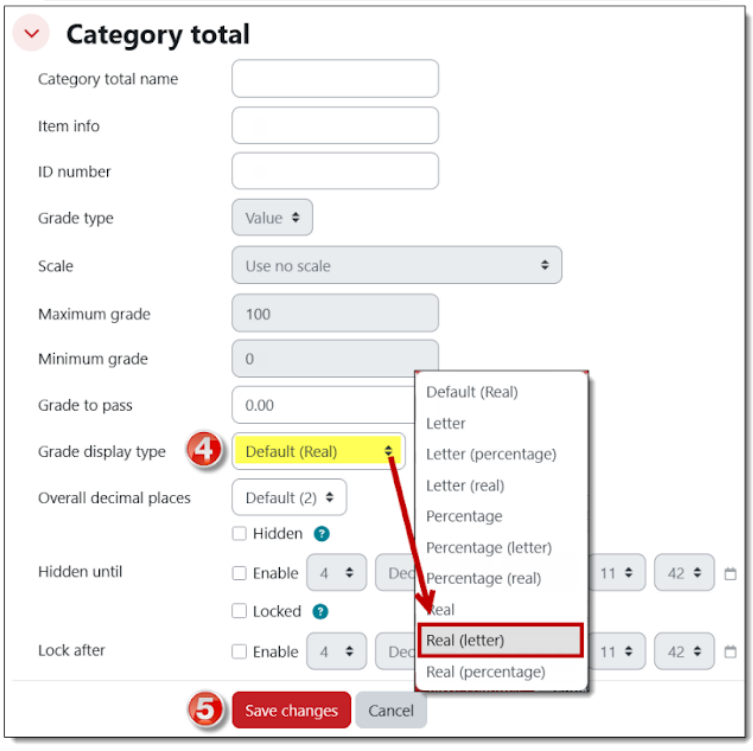
Display Letter Grades

To display a letter grade with the total score:

1. Click on the **Grades** tab at the top of your course page, open the gradebook options pull-down menu and select **Gradebook setup**.
2. Click on the **Cell actions** icon associated with the course total at the top of the gradebook table to **Edit category**.
3. Click on the **Show more....** link.
4. Scroll down to the **Category total** options area, open the **Grade display type** pull-down menu and select **Real (letter)**.
5. **Save changes**.


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Keep the highest
0
Drop the lowest
0
Hidden
Locked
Show more...
3
Cancel
Save


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Category total name
Item info
ID number
Grade type
Value
Scale
Use no scale
Maximum grade
100
Minimum grade
0
Grade to pass
0.00
Grade display type
4
Default (Real)
Overall decimal places
Default (2)
Hidden
Hidden until
Enable
Locked
Lock after
Enable
Default (Real)
Letter
Letter (percentage)
Letter (real)
Percentage
Percentage (letter)
Percentage (real)
Real
Real (letter)
Real (percentage)
5
Save changes
Cancel