



Faculty: Display Letter Grade in Gradebook

Hart Wilson - 2021-07-08 - Comments (0) - Faculty

It can be helpful to display a letter grade in conjunction with the course total in the gradebook—students can easily see where they stand throughout the term and faculty can see final grades at the end of the term.

Note: The default letter grade settings in Moodle have an A starting at 93%. To customize the grade scale, contact the CATL for assistance.

To display a letter grade with the total score:

1. Click on **Grades** in the left navigation panel.
2. Click on **Setup**.
3. In the **Gradebook setup** page, click on the **Edit** link associated with the course total at the very top of the gradebook page.
4. Select **Edit settings**.
5. In the **Category total** options area, open the **Grade display type** pull-down menu and select **Real (letter)**.
6. **Save changes**.

The course totals will be displayed as shown in the inset image in the lower image here.

The screenshot shows the 'Gradebook setup' page in Moodle. The 'Setup' tab is selected. Under 'Gradebook setup', the 'Course grade settings' link is highlighted. Below is a table with columns: Name, Weights, Max grade, Actions, and Select. The table has two rows: 'Demo Course' and 'Course total'. The 'Course total' row has a max grade of 693.00. The 'Actions' column for 'Course total' has a dropdown menu open, with 'Edit settings' highlighted. The 'Edit' dropdown button is circled in red.

Name	Weights?	Max grade	Actions	Select
Demo Course		-	Edit	<input type="checkbox"/> All
Course total		693.00	Edit settings Hide Reset weights	

▼ **Grade category**

Category name

Aggregation



Natural



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▼ **Category total**

Grade type



Value



Maximum grade



100

Grade display type



Default (Real)



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

Σ Course total	
	147.15 (A)
	136.08 (A-)



Save changes

Cancel