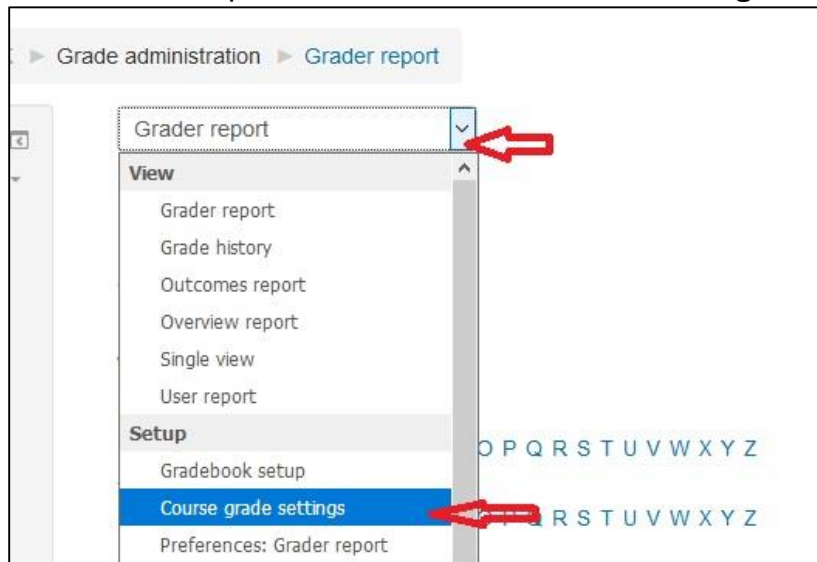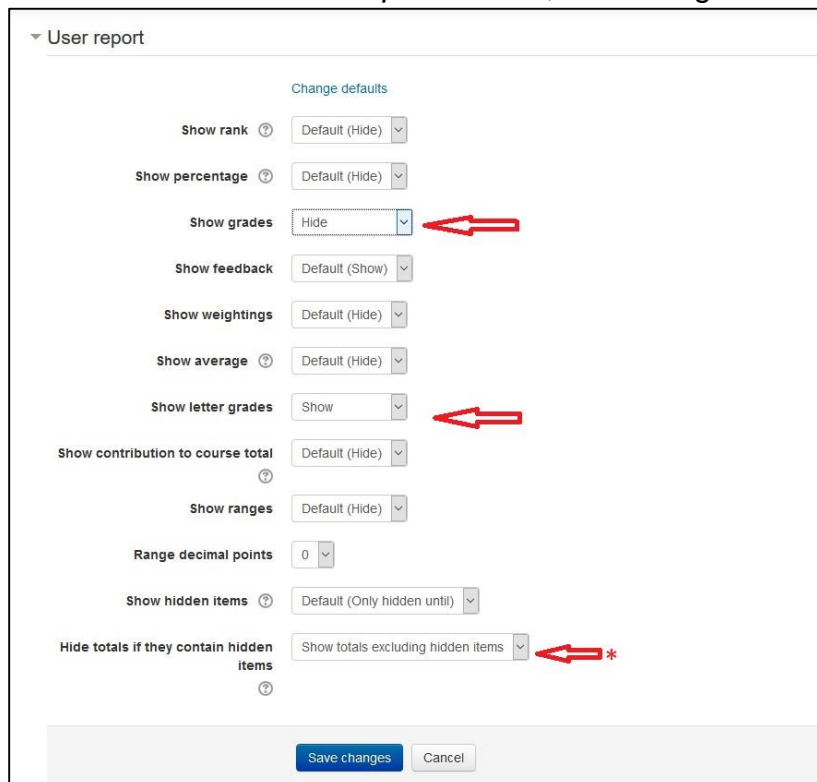# Displaying Grades as Letter Grades

1. From your Moodle course page, click on **Grades**.
2. Click on the drop-down menu, and choose **Course grade settings**.

3. Scroll down to the *User Report* section, and change the following settings, as needed:

To show letter grades only, the above settings should be in place.

To show grade values and letter grades, the settings below should be the one in place.

* For both cases, if your totals are not showing up, this should be set to *Show totals excluding hidden items*.

4. Click on **Save changes**.

<u>Note</u>: Your grade entry method does not change with these settings; these merely change the way your students see their marks.