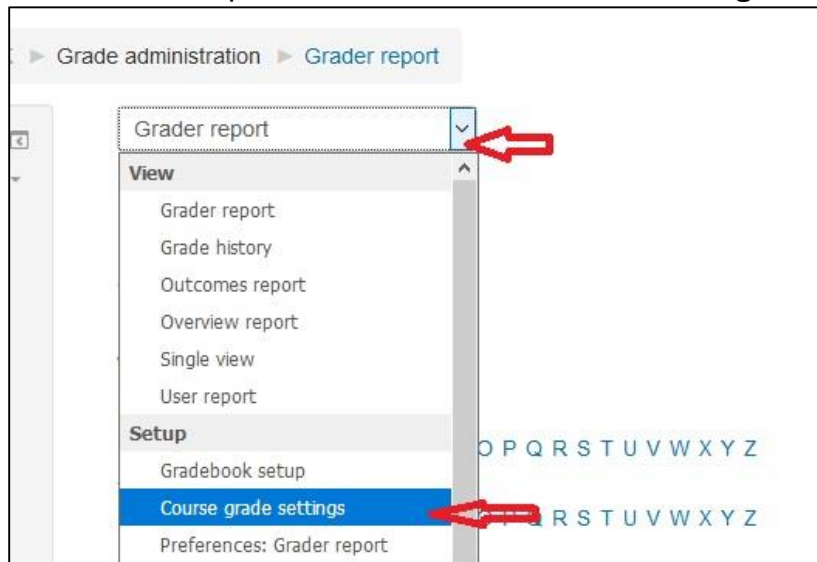
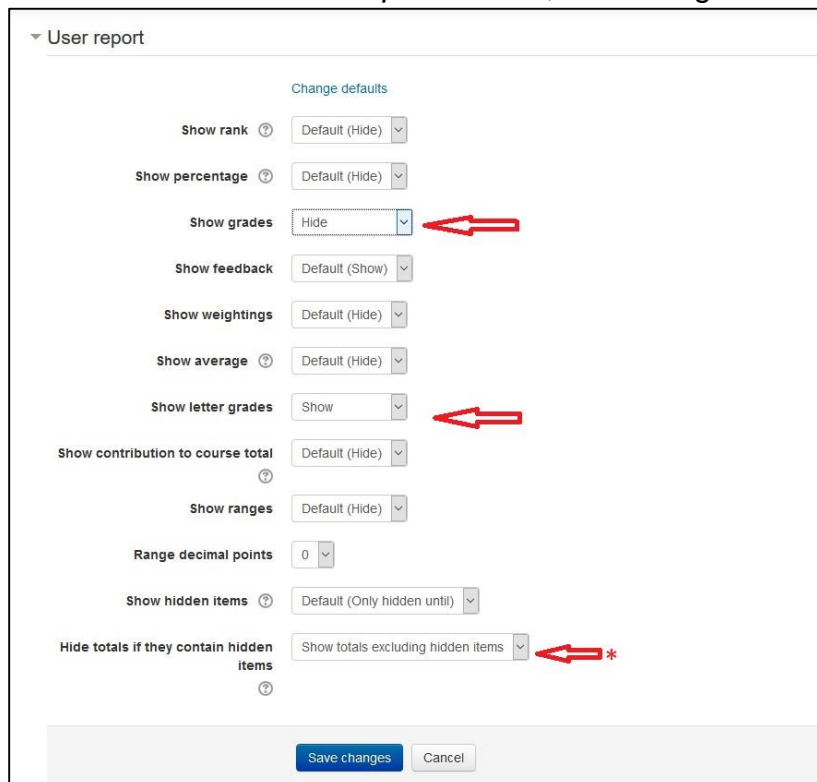


Displaying Grades as Letter Grades

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:



The screenshot shows the Moodle 'User report' settings page. The page is titled 'User report' and has a 'Change defaults' link. The settings are as follows:

- Show rank: Default (Hide)
- Show percentage: Default (Hide)
- Show grades: Hide (highlighted with a red arrow)
- Show feedback: Default (Show)
- Show weightings: Default (Hide)
- Show average: Default (Hide)
- Show letter grades: Show (highlighted with a red arrow)
- Show contribution to course total: Default (Hide)
- Show ranges: Default (Hide)
- Range decimal points: 0
- Show hidden items: Default (Only hidden until)
- Hide totals if they contain hidden items: Show totals excluding hidden items (highlighted with a red arrow and an asterisk)

At the bottom of the page, there are two buttons: 'Save changes' and 'Cancel'.

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.

The screenshot shows the 'User report' settings page. At the top, there is a 'Change defaults' link. Below it, several settings are listed, each with a dropdown menu and a help icon (question mark):

- Show rank: Default (Hide)
- Show percentage: Default (Hide)
- Show grades: Default (Show) ← Red arrow
- Show feedback: Default (Show)
- Show weightings: Default (Hide)
- Show average: Default (Hide)
- Show letter grades: Show ← Red arrow
- Show contribution to course total: Default (Hide)
- Show ranges: Default (Hide)
- Range decimal points: 0
- Show hidden items: Default (Only hidden until)
- Hide totals if they contain hidden items: Show totals excluding hidden items ← Red arrow *

At the bottom of the page, there are two buttons: 'Save changes' (in blue) and 'Cancel'.

* 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**.

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