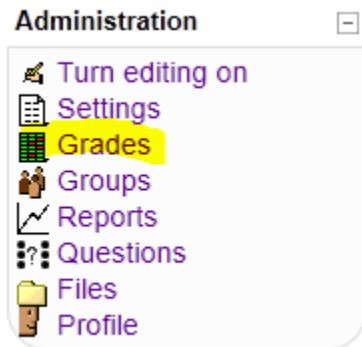
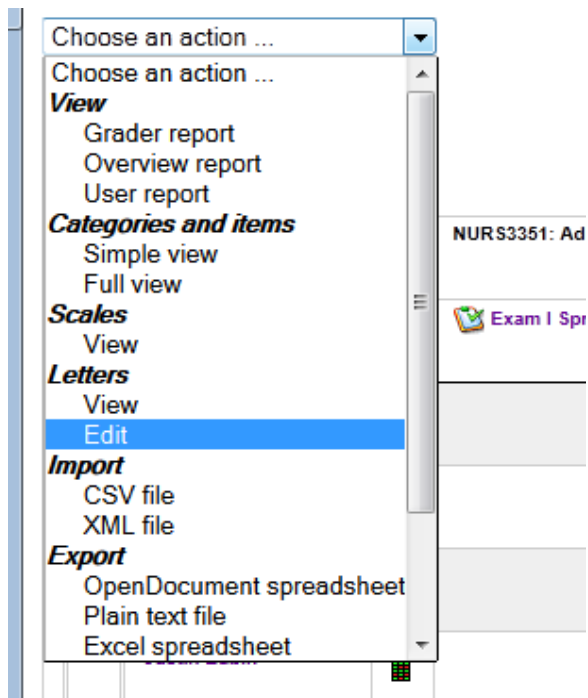


Preparing Letter Grade Reports

- 1) Click the "Grades" section of the admin panel.



- 2) Choose Letters->Edit under the drop down menu on the grader report. Important: This needs to be done on each course, otherwise the letter grades may not match up to the scale set forward in that course or academic program.



- 3) Check the “Override Site Defaults” box and make the necessary changes to the scale. Click “Save Changes” when complete.

Edit grade letters

Grade letters

Override site defaults ?	<input checked="" type="checkbox"/>
Grade letter 1 ?	<input type="text" value="A"/>
Letter grade boundary 1 ?	<input type="text" value="90 %"/>
Grade letter 2	<input type="text" value="B"/>
Letter grade boundary 2	<input type="text" value="80 %"/>
Grade letter 3	<input type="text" value="C"/>
Letter grade boundary 3	<input type="text" value="70 %"/>
Grade letter 4	<input type="text" value="D"/>
Letter grade boundary 4	<input type="text" value="65 %"/>
Grade letter 5	<input type="text" value="F"/>
Letter grade boundary 5	<input type="text" value="0 %"/>
Grade letter 6	<input type="text"/>
Letter grade boundary 6	<input type="text" value="Unused"/>
Grade letter 7	<input type="text"/>
Letter grade boundary 7	<input type="text" value="Unused"/>
Grade letter 8	<input type="text"/>
Letter grade boundary 8	<input type="text" value="Unused"/>
Grade letter 9	<input type="text"/>
Letter grade boundary 9	<input type="text" value="Unused"/>
Grade letter 10	<input type="text"/>
Letter grade boundary 10	<input type="text" value="Unused"/>
Grade letter 11	<input type="text"/>
Letter grade boundary 11	<input type="text" value="Unused"/>

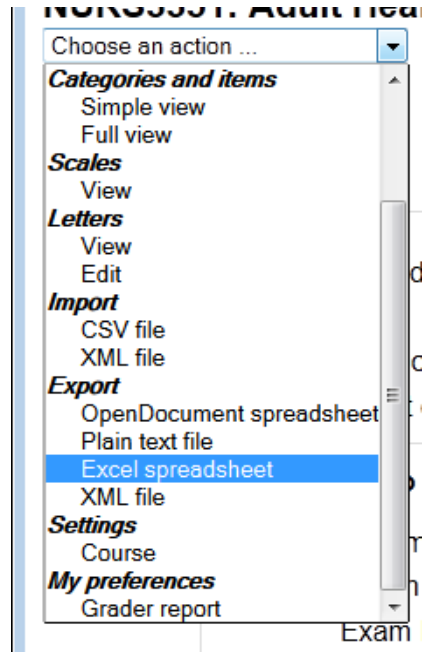
Save changes

Cancel

4) From here, a custom excel spreadsheet can be created containing the letter grades, or the report default can be changed to show letter grades instead of numbers.

a. Excel method:

i. Click "Excel Spreadsheet" under the export options on the drop down menu.



- ii. Select “letter” under Grade Export Display Type

Export to Excel s

Options

Include feedback in export

Preview rows 10 ▾

Grade export display type Letter ▾

Grade export decimal points Real
Percentage
Letter

Grade items to be included

Exam I Spring 2011

Exam II Spring 2011

Exam III Spring 2011

Exam IV Spring 2011

Average 1-4

Final Exam Spring 2011

Exam II Makeup Spring 2011

Exam III Makeup Spring 2011

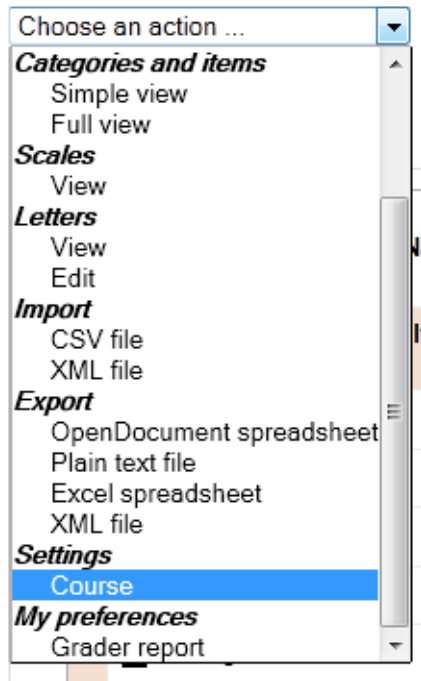
Course total

[Select all/none](#)

Submit

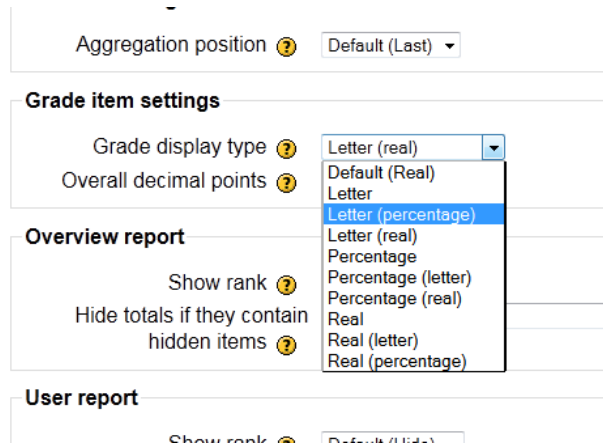
- iii. Select the grade items to be included, and click Submit
- iv. If the preview looks correct, click “Download”

- b. Course settings method: (Warning; this will change the display of the gradebook for all users of the course)
 - i. Click on “Settings->Course” under the drop down menu



- ii. Under “Grade display type”, choose one of the Letter options.

Letter (percentage) will show the letter grade and the percentage score in parenthesis. Letter (real) will show the letter grade and the actual score on the assignment.



- iii. Click “Save Changes” when finished.