Setting the Grading Scale

The grading scale is how Moodle translates percentages into letter grades. It is also the scale that is used when exporting grades from Moodle into Portal. The default grading scale can be changed in your course to match the grading scale in your syllabus. Grading scales to transfer with other course material when importing a course from a previous semester, but it is still wise to check this grading scale for accuracy at the beginning of each semester.

Checking the Current Grading Scale

- Log into Moodle and enter the course where you'd like to check the grading scale.
- Click on **Grades** in the top menu.
- From the drop-down menu (which likely says *Grader Report*), scroll down and click **Grade Letters**.
- The grading scale currently set for the course will be shown.
- If the grading scale that is shown is not the grading scale you want to use for your course, click the blue **Edit** button and follow the directions below, starting at the *.

Changing the Course Grading Scale

- Log into Moodle and enter the course where you'd like to check the grading scale.
- Click on **Grades** in the top menu.
- From the drop-down menu (which likely says *Grader Report*), scroll down and click **Grade Letters**.
- Click the blue **Edit** button.
- * If it is not already selected, check the box to **Override site defaults**.
- Edit the numbers and/or letters to match the grading scale for your course.
- Scroll to the bottom and click **Save changes**.

Default Grading Scale

B-	85-86
C+	83-84
C	79-82
C-	77-78
D+	75-76
D	72-74
D-	70-71
F	0-69

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