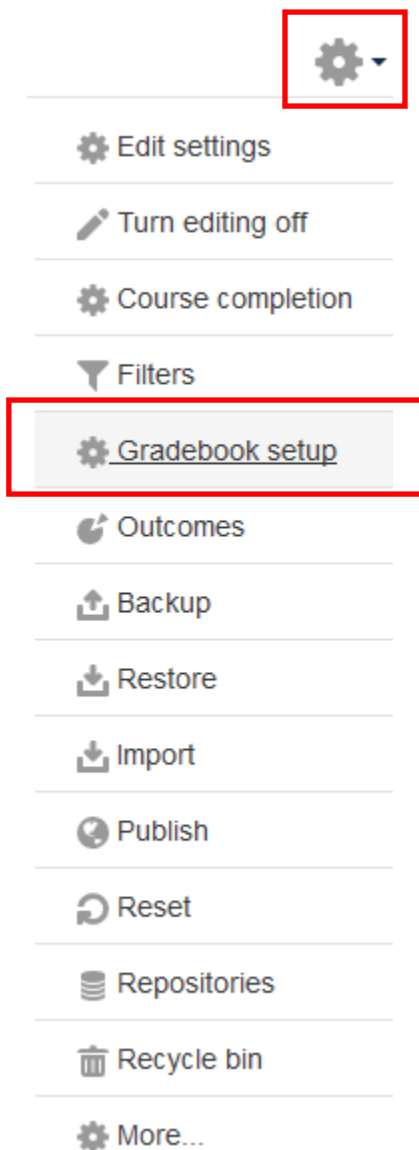


# Configure student view of gradebook

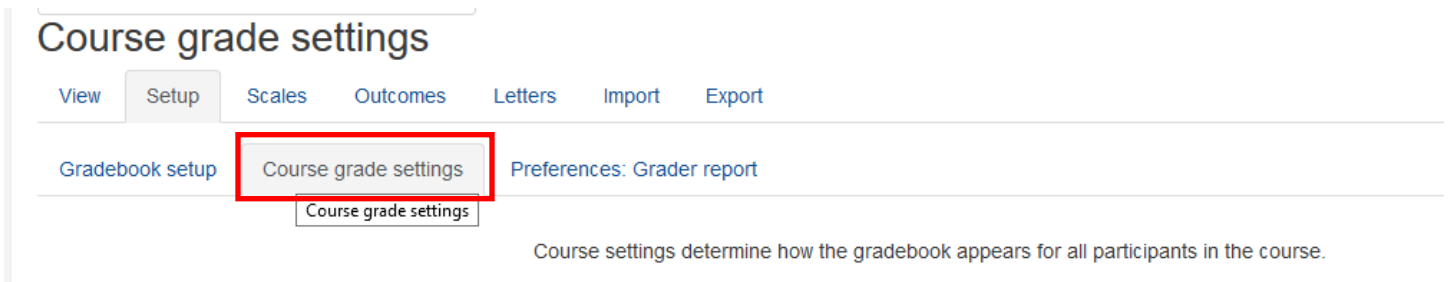
This tutorial will show you how to configure your gradebook so that students will see a percentage or letter grade in addition to the number of points earned. This is useful in natural aggregation to help students understand their progress in the course.

To configure the gradebook to show a percentage or letter grade:

1. In the course, go to the Gear icon and choose the gradebook setup link:



2. On the Gradebook Setup page, choose the Course Grade Settings tab:



**Course grade settings**

View Setup Scales Outcomes Letters Import Export

Gradebook setup **Course grade settings** Preferences: Grader report

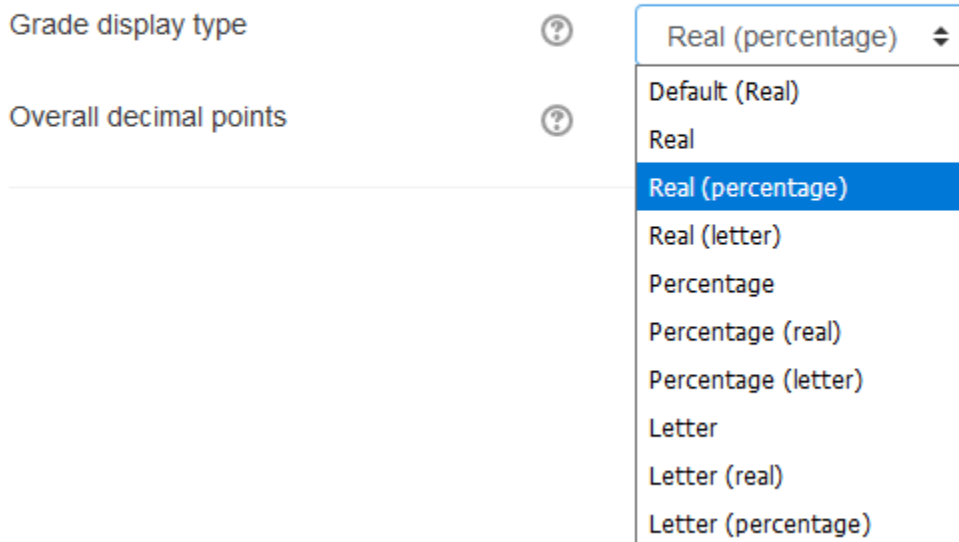
Course grade settings

Course settings determine how the gradebook appears for all participants in the course.

3. Under Course grade settings, scroll to Grade Item Settings and choose either Real (percentage) or Real (letter) from the drop down.

### ▼ Grade item settings

#### Change defaults



Grade display type ⓘ Real (percentage) ▾

Overall decimal points ⓘ

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