

Gradebook Tutorial #7: How to make the “Letter Grade” equal the “Final Grade”

The screenshot shows a gradebook interface with the following elements and callouts:

- #1:** Points to the 'Scoresheet' tab in the top navigation bar.
- #2:** Points to the 'Assignments' tab in the top navigation bar.
- #3:** Points to the 'Assignments' menu item in the 'Tools' menu.
- #4:** Points to a table of student grades where the percentage values are highlighted in red. The table is as follows:

Students (24)	(T1) Final Grade	(T1) Final Grade
76	76.4%	76.4%
79	79.3%	79.3%
74	74.0%	74.0%
65	65.8%	65.8%
37	37.0%	37.0%
75	75.7%	75.7%
78	78.7%	78.7%
82	82.1%	82.1%
- #4A:** Points to the 'Tools' menu.
- #5:** Points to the 'Preferences' option in the 'Tools' menu.
- #6:** Points to the 'Preferences' dialog box, specifically the 'decimal places' dropdown menu which is set to '0'.
- #7:** Points to the 'Final Grades' column in the student list.
- #7A:** Points to the 'Letter Grade' column in the student list.

- #1: Select a course, then
- #2: select the “Scoresheet” tab, and then
- #3: select “Assignments”.
- #4: You will note that the Final Grade percentages that are outlined in red do not match their corresponding Letter Grade (#4A).
- #5: Click on “Tools” in the menu bar, and select “Preferences” from the drop down list.
- #6: The “Preferences” dialogue box appears. Set the “decimal places” to “0”, and click on “OK”.
- #7: You will note that the Letter Grade now matches the Final Grade (#7A).