



DISPLAYING LETTER GRADES IN CANVAS

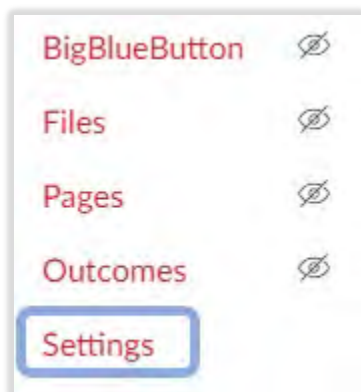
Canvas is able to display a corresponding letter grade for students' individual grades and overall grades in a course. To do so, instructors must first enable a grading scheme then establish the appropriate gradebook display.

Important Notes about Letter Grades in Canvas

- The grading scheme used as the Total course grade must be a percentage-based scheme.
- The grading scheme applied to a single assignment grade can be a points- or percentage-based scheme.
- In the Teacher gradebook view, assignment grades determined by a scheme will be displayed only as the scheme grade.
- In the Student gradebook view, both the points awarded and the letter grade will be displayed for an assignment.
- For students and teachers, the final grade will display both the percentage and the letter grade.
- Grading schemes cannot be shared between courses. In other words, if you want to use the same grade scheme in a different course site, you will need to recreate the scheme in that course. However, if you copy one course into another, the custom grade schemes will be copied as well.

Displaying the Total Grade as a Letter Grade

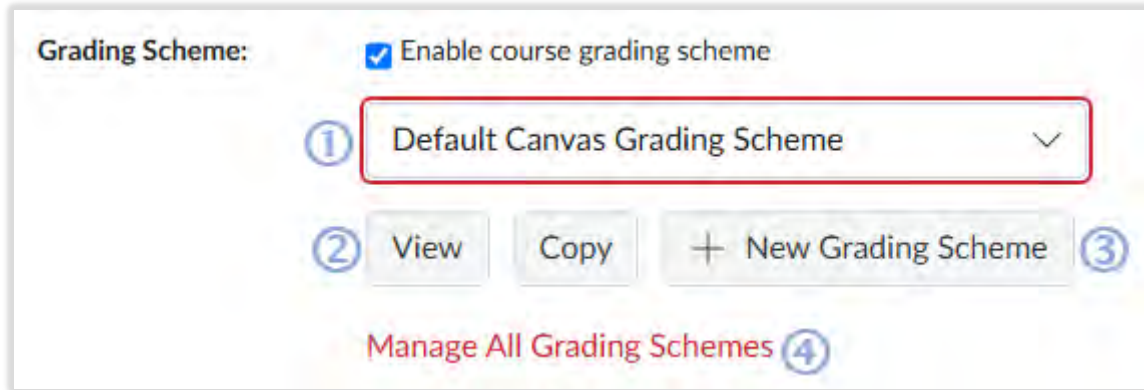
To display a letter grade as part of a student's total grade, click on **Settings** in the course navigation menu.



On the **Course Details** tab, scroll down and tick the box for **Enable course grading scheme**. Canvas will open the grading schemes menu.

1. The dropdown menu displays the scheme to be used. Other options created within the course can be selected from the menu.
2. If you need to see the breakdown for the selected scheme, click **View**.
3. If you need to modify the scheme to suit your grading practices, click **+New Grading Scheme**.

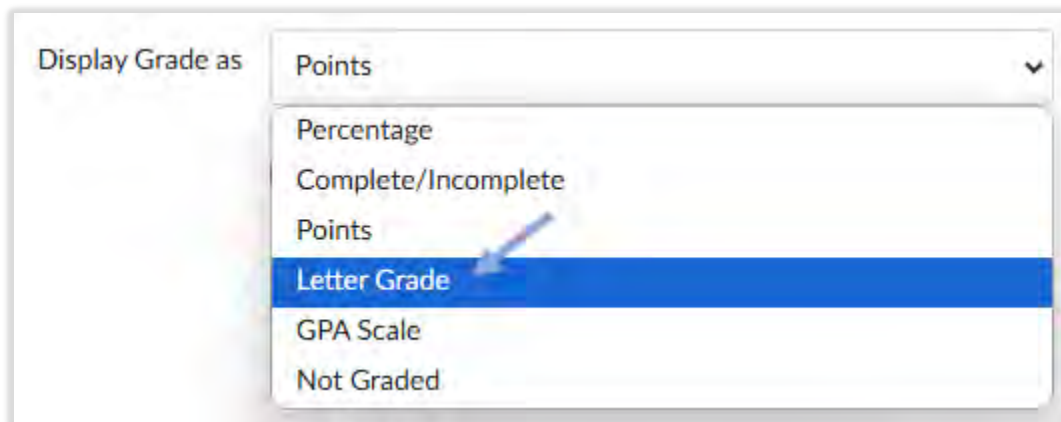
4. You can see all of the grading schemes available in a course by clicking on the **Manage All Grading Schemes** link.



For a Total course grade, Canvas requires using a percentage-based scheme. Canvas does not allow points-based grading schemes over 100 points.

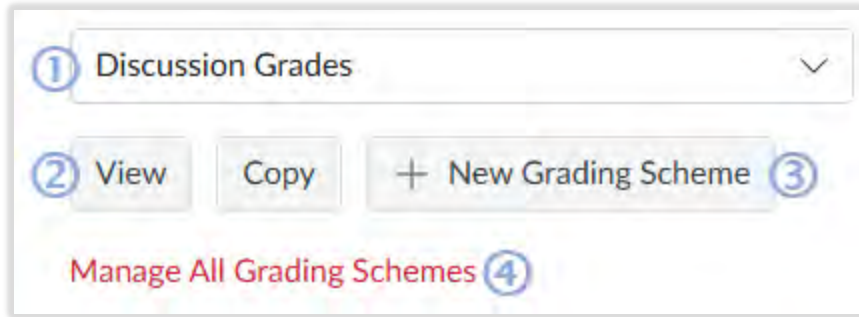
Displaying a Letter Grade for an Individual Assessment

To display a letter grade for an assessment, begin by editing the Assignment, Discussion, or Quiz. Scroll down, open the **Display Grade as** menu and select **Letter Grade**.



Canvas then makes the grade scheme options available.

1. The dropdown menu displays the scheme to be used. Other options created within the course can be selected from the menu.
2. If you need to see the breakdown for the selected scheme, click **View**.
3. If you need to modify the scheme to suit your grading practices, click **+New Grading Scheme**.
4. You can see all of the grading schemes available in a course by clicking on the **Manage All Grading Schemes** link.



If you need assistance, please contact eLearning at elarning@umwestern.edu.