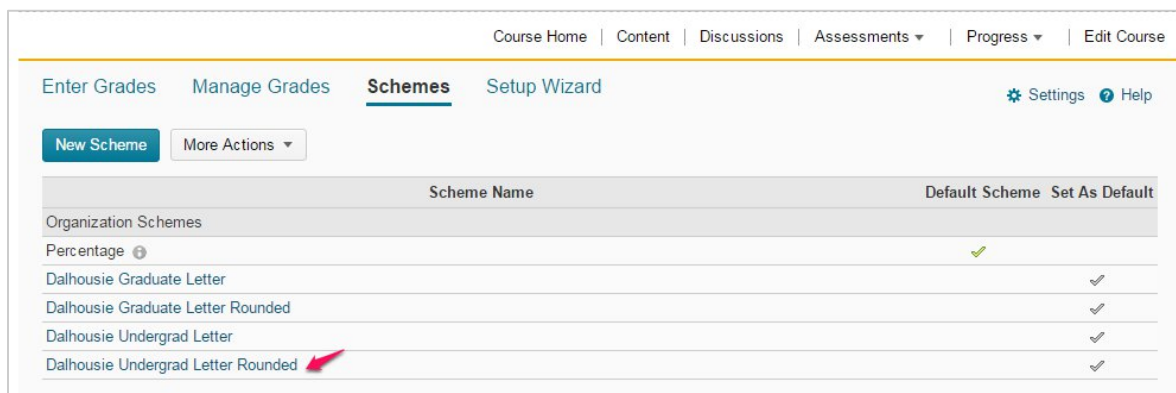




Display Dalhousie Letter Grade in Gradebook

You can use the standard grade schemes available within Brightspace gradebook to convert final grades (out of 100) to the appropriate letter grade for your courses. The system defaults to the percentage grade scheme, so you need to modify your final grade item in order to view the letter grade.

In the list of Schemes available, you will find both graduate and undergraduate letter grades. In both cases, for the Faculty of Agriculture, choose the one with “rounded” included in the name.



Edit calculated final grade to display letter grade:

1. On the **Manage Grades** page, click on the name of the item you want to edit. In this case, click on **Final Calculated Grade**
2. Change **Grade Scheme** from the default scheme to Dalhousie Undergrad (or Graduate) Letter Rounded
3. In **Managing View**, choose **Override display options for this item** and include Grade scheme symbol in the **Show** options
4. Click **Save and Close**.

