

Creating a Separate Column (from the total column) for Final Letter Grades

Create a new column in the grade center and label it something like “Final Letter Grade” then change the primary score to text. Enter 0 points.

Column Name: Final Letter Grade

Grade Center Name:

Description:

Path: p

Primary Display: Text

Secondary Display: None

Category: No Category

Points Possible: 0

Then, you can write in the cell of that new column a final letter grade.

LAST NAME	FIRST NAME	LAST ACCESS	WEIGHTED TOTAL	TOTAL	FINAL LETTER GRADE
ACCOUNT	ALUMNI				
ACCOUNT	FACULTY			117.50	
ACCOUNT	GUEST				
ACCOUNT	PROSPECTIVE				
ACCOUNT	STAFF				
ACCOUNT	STUDENT				
Kenward	Kim	January 30, 2015		27.00	
Kenward_PreviewU	Kimberly	March 25, 2020		48.00	A