Review Grade Distribution

**Purpose and Approach**

- Change letter grades and visualize them on a graphic chart. Change and simulate the boundary of a grade.
- Optionally letter grades can be adjusted to change the pass score.

**Tip:** Change the actual letter grades under "Letters".

**Open grades**

1. **AMC**
   - My courses
   - AMC Demokurs
     - Participants
     - Grades
     - Download center
     - General

2. **Open grade distribution**
   - Grader report
     - View
     - Setup
     - Scales
     - Letters
     - Import
     - Export
     - Grade distribution
     - Grader report
     - Grade history
     - Outcomes report
     - Overview report

3. **First set the new lower boundary, then view the changes in the chart**
   3a. Choose the view of the grade distribution: Either for the whole course ("Sum for the course") or for single activities.
   3b. Indicators signalise if the modification will exclude grades of students.
   3c. Current and new grade letters can be downloaded here in different formats.

**IMPORTANT:** Teachers can change the new grade distribution by clicking on "Change grade letters". Caution: this will change the current grades of the course immediately!

Valid from Moodle version 3.8
### Short description of the procedure:

1. To see the grade distribution, go to the navigation on the left and click “Grades”.
2. Then click on the tab “View” and on the sub tab “Grade distribution”.
3. Select the graphic rendition of the grade distribution under “Grading column”. You can choose between the whole course (“Sum for the course”) or single activities. To see the effect on the distribution of grades, type in numbers under “New lower boundary in %”. After setting the values [3a] the chart will update automatically. Red bars show the current grade letters and green bars the new grade letters [3b]. If you want to save the new grade distribution, click on the button “Change grade letters” [3c]. But please consider that all current grades will be changed immediately!