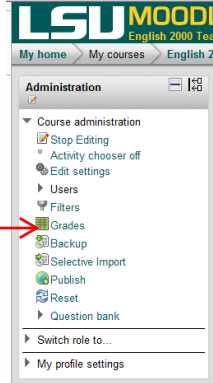


Grading with Precision

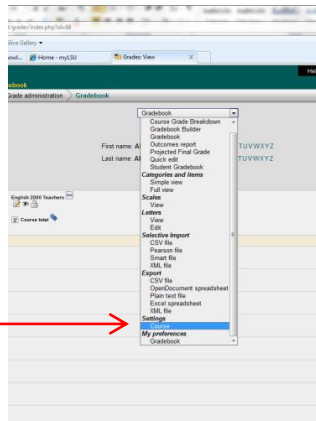
Grades should generally fall on the bell curve, with some flexibility. Flags are raised for undergraduate courses at the 1000 and 2000 levels when As and Bs exceed 75% total grades, when Ds and Fs exceed 40%, and when Ws (withdrawals) exceed 25%. To avoid grade inflation and deflation, here are some tips about how to grade accurately:

- 1) Look closely at your grade percentages. If your participation and presentation grades are excessively boosting your students' grades, you may want to lower those percentages or remove those items from your grade totals. On the other hand, if your grades are consistently too low, you may want to add a presentation or participation work to give your students a chance to improve their grades.
- 2) Withstand the pressure. If students are pressuring you about their grades because they are afraid they will lose their TOPS funding, know that these students are probably receiving low grades in their other courses. The students' GPA does not rest solely on your shoulders.
- 3) Use rubrics. If you follow more objective standards, you are more likely to grade accurately. See our rubrics and anchor papers on the [English 1001](#) and [English 2000](#) assessment pages.
- 4) Be careful about grading early drafts. If you grade a draft and then allow a student to revise it, you will probably give the student a higher grade to reward revisions. You can provide comments without grades on drafts in order to avoid this trap.
- 5) Know that you don't have to round up. You can prevent students from pressuring you to round-up by changing the settings in Moodle to show the letter grade only. That way, your students won't see how close they are to the higher grade. To do this:

1. Click on the **Grades** link in the **Administration Block** on your course front page.



2. In the drop down box under **Settings**, choose **Course**.



3. Under **Grade item settings**, choose **Letter** from the **Grade display type** drop down box

Course settings

Course settings determine how the gradebook appears for this course.

General settings

Aggregation position ? Default (Last) ▾

Grade item settings

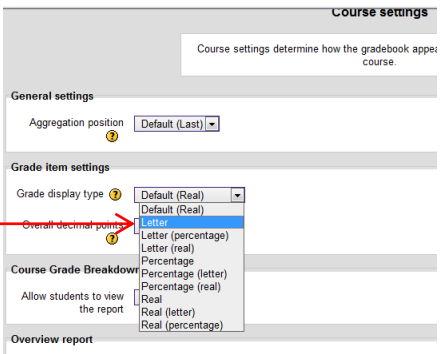
Grade display type ? Default (Real) ▾

Overall decimal points ? 2

Course Grade Breakdown

Allow students to view the report

Overview report



The image shows a screenshot of a 'Course settings' page. The 'Grade item settings' section is expanded, showing a dropdown menu for 'Grade display type'. The menu is open, and the 'Letter' option is highlighted in blue. A red arrow points from the text box on the left to the 'Letter' option in the dropdown menu. Other options in the dropdown include 'Default (Real)', 'Letter (percentage)', and 'Letter (real)'. Below the dropdown, there are checkboxes for 'Allow students to view the report' and 'Overall decimal points'.