# Noncore Grd Cvsn

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*Grade Reporting > Maintenance > Tables > Elementary > Noncore Grd Cvsn*

This tab allows you to set up non-core course alpha grades with their equivalent numeric grades. The table is used to convert all grades (including exam grades) posted to non-core courses.
The application averages grades based on their numerical values, not the median value of the letter grade.

**Example :** E is set to be between a 90 and 100, and a student has a grade of 99. The student's grade is averaged using the numeric value of 99 instead of the median value of E (which would be 95). One option to narrow the range of numbers is to add pluses and minuses to all letter grades (e.g., set E- from 90 to 93, E from 94 to 96, and E+ from 97 to 100).

## Update data:

Existing data is displayed.

❑ Click **+Add** to add data to the table.

A blank row is added to the grid.

Or, click **+Add 10** to add ten blank rows.

| | |
|---|---|
| **Alpha Grade** | Type the alpha grade to be converted (e.g., E+). |
| **High Grade** | Type the highest value of the numeric grade range for the alpha grade. This value is used when computing grade averages. |
| **Low Grade** | Type the lowest value of the numeric grade range for the alpha grade. |

❑ Click **Save**.

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🗑 Delete a row.

1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

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