# Core Grade Conversion

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

This tab allows you to set up core course alpha grades with their equivalent numeric grades. The table is used to convert all grades (including exam grades) posted to core courses.

## 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., A+). |
| **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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