Override grades

Override a grade in a cell

1. You can type an override grade in a Grade Center cell for a test or assignment attempt where you allowed multiple attempts.

2. If you allowed only one attempt, you can type in the Grade Center cell and that is **not** an override grade.

*If you typed a grade in the Grade Center cell and want to add feedback for the user or notes for yourself, see the next section.*

Override a grade on the Grade Details page

1. In the Grade Center, locate the cell with the student's graded test or assignment grade to override and access its menu.
2. Select View Grade Details.
3. On the Grade Details page, select the Manual Override tab and type a new grade in the Override Grade box.
4. Optionally, type Feedback to User and Grading Notes for yourself. Use the functions in the content editor to format the text and upload files, images, and multimedia.
5. Select Save.
6. Select Return to Grade Center to go back to the main Grade Center page.

Revert an override grade

1. In the Grade Center, locate the cell with the student's override grade to revert and access its menu.
2. Select View Grade Details.
3. On the Grade Details page, select Revert in the Current Grade section. Confirm the action.
4. Select OK. The override grade is cleared. The action is recorded on the Grade History tab on this page.
5. Select Return to the Grade Center to go back to the main Grade Center page.