Override A Grade

1. From the Control Panel area, click on Grade Center -> Full Grade Center.

2. Locate the column and cell of the student to override a grade.

3. Click the Drop Down Arrow to activate the Contextual Menu.

4. Click View Grade Details on the Contextual Menu.

5. Click on the Override Grade tab.

6. In the Override Grade text box, type in the student’s new grade.

7. Add any Feedback to User or Grading Notes

8. Click the Save button.
Revert an Overridden Grade
Do the following steps to restore an overridden grade.

1. From the **Control Panel** area, click on **Grade Center -> Full Grade Center**.

2. Locate the column and cell of the student to revert their overridden grade.

3. Click the **Drop Down Arrow** to activate the Contextual Menu.

4. Click **View Grade Details** on the Contextual Menu.

5. Click the **Revert** button.

6. When prompted, click the **OK** button.