MODIFYING GRADES

Instructors can modify a student’s grades in a course’s Grade Center. Common grade modifications include: clearing attempts, overriding grades, and exempting grades.

CLEARING ATTEMPTS

If necessary, you may delete a student’s attempt of an Assignment or Test from a course. Please note that the deletion process is permanent and irreversible.

1. In the course’s CONTROL PANEL, click on the GRADE CENTER menu and select FULL GRADE CENTER.

2. In the Grade Center, roll your mouse over the grade cell for the student’s assignment or test attempt. Click the gray context arrow and select VIEW GRADE DETAILS from the context menu that appears.

3. On the Grade Details page, click the CLEAR ATTEMPT button.

4. A pop-up alert will appear, asking you to confirm that you want to delete the attempt permanently. Click OK to proceed.
5. A confirmation bar will appear at the top of the page to confirm the attempt has been cleared. A record of this action taking place can be viewed by the instructor by clicking the Grade Detail’s Grade History tab.

Instructor’s View of a Cleared Attempt from the Full Grade Center
The student’s grade cell will be blank, as if no grade or submission exists. However, you can review the student’s attempt history through the student’s Grade Details.

Student’s View of a Cleared Attempt in My Grades
The student’s grade for the assessment will be blank.
**OVERRIDING GRADES**

Overriding a grade means changing an original assessment grade to a new value.

**Simple Manual Changes**

Grades can be changed by clicking directly on a grade cell, typing a new grade in the cell, and pressing the enter key on your keyboard. A grade that has been changed in this manner will be marked with an orange triangle in the upper-left corner of the cell.

**Detailed Override**

To change a grade and add feedback or grading notes, follow this process.

1. In the course’s **CONTROL PANEL**, click on the **GRADE CENTER** menu and select **FULL GRADE CENTER**. In the Grade Center, roll your mouse over the grade cell for the student’s assignment or test attempt. Click the gray context arrow and select **VIEW GRADE DETAILS** from the context menu that appears.

2. On the Grade Details page, go to the **MANUAL OVERRIDE** tab. Complete the form that appears by entering a score in the **OVERRIDE GRADE** text-field. You may add or edit feedback comments in the **FEEDBACK TO USER** text-area. When you are done, click the **SAVE** button.

3. The Grade Details page will update to indicate that the original grade has been overridden. Please note that you can clear an override grade by clicking on the **REVERT** button on this page.

**Exempting Grades**

Marking a grade exempt excludes the grade from the Grade Center’s Total or Weighted Total calculations.

1. Roll your mouse over the cell of the grade-item and click on the gray context arrow button that appears. From the context menu, select **EXEMPT GRADE**.

2. A shaded circle icon will appear in the student’s grade cell to indicate that the grade is now exempt.