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 green 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 now will appear as having been cleared. However, you can review the student’s attempt history by rolling your mouse over the grade cell and clicking the gray context button. The menu that appears will show you that an attempt had been made and ignored.

Student’s View of a Cleared Attempt in My Grades

The student’s grade entry in the My Grades tool will be blank.

OVERRIDING GRADERS

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 manually changed in this manner will be indicated by an orange triangle in the upper-left corner of the grade-item’s 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 to save your work.

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**
Making a grade exempt refers to making a grade not count towards the student’s final grade in a Total or Weighted Total calculation. For example, it can be useful in situations where you would like to manually drop a low quiz or assignment grade.

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.