

MODIFYING GRADES



Blackboard Learn

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.

User **Annie Asterisk (testhamilton1)** < > Column **Assignment 2 (Assignment)** < >

Current Grade: **100.00** out of 100.00 points **Exempt**
Grade based on Last Graded Attempt
Due: Jun 8, 2018
Calculated Grade 100.00
[View Attempts](#)

Attempts | [Manual Override](#) | [Column Details](#) | [Grade History](#)

Delete **Last Attempt** ▼

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
May 29, 2018 10:24:20 AM	May 29, 2018 10:24:20 AM (Completed)	100.00 View Rubric	Excellent!		Grade Attempt Clear Attempt Ignore Attempt Edit Grade

4. A pop-up alert will appear, asking you to confirm that you want to delete the attempt permanently. Click **OK** to proceed.

blackboard.matc.edu says
Delete this attempt? This action is final and cannot be undone.

[OK](#) [Cancel](#)

- 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.

Attempt was cleared successfully.

Grade Details

Jump to...

User **Annie Asterisk (testhamilton1)** < > Column **Assignment 2 (Assignment)** < >

Current Grade: - out of 100.00 points **Exempt**
 Grade based on Last Graded Attempt
 Due: Jun 8, 2018

Attempts | Manual Override | Column Details | **Grade History**

Date	Last Edited by	Value	Comments
Jun 8, 2018 10:43:05 AM	Megan Hamilton	Attempt Grade Cleared	

View Rubric

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.

LAST NAME	FIRST NAME	ASSIGNMENT 1	ASSIGNMENT 2
Asterisk	Annie	98.00(98.00%)	--

View Grade Details

Exempt Grade

Student's View of a Cleared Attempt in My Grades

The student's grade for the assessment will be blank.

My Grades

All | Graded | Upcoming | Submitted

Order by: Course Order

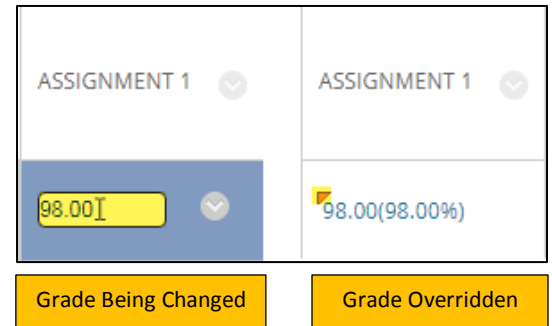
ITEM	LAST ACTIVITY	GRADE
Total View Description Grading Criteria		301.00 /316
Assignment 2 DUE: JUN 8, 2018 Assignment View Rubric	UPCOMING	- /100

OVERRIDING GRADES

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

Simple Manual Changes

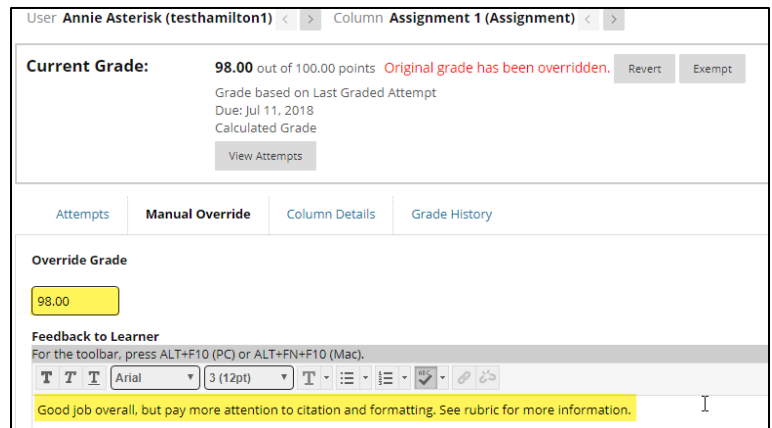
Grades can be changed by clicking directly on a grade cell, typing a new grade in the cell, and pressing the enter key on your keyboard. A grade that has been changed in this manner will be marked with an orange triangle in the upper-left corner of the cell.



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.

