

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.

Grade Details

User **Annie Asterisk (testhamilton1)** Column **Poe Short Story - Themes & Motifs Analysis (Assignment)**

Current Grade: **Needs Grading** 0 out of 100 points **Exempt**
Grade based on Last Graded Attempt
Due: Jan 30, 2015
Calculated Grade
View Attempts

Attempts Manual Override Column Details Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Nov 25, 2014 9:16:34 AM	Nov 25, 2014 9:16:34 AM (Needs Grading)	0			Delete Last Attempt Go Grade Attempt Clear Attempt Ignore Attempt Edit Grade

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as Ignored (Ignored Attempts are not counted against the maximum number of attempts). **Allow Additional Attempt**

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

The page at <https://blackboard2.matc.edu> says:

Delete this attempt? This action is final and cannot be undone.

OK **Cancel**

- 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.

Grade Details

User **Annie Asterisk (testhamilton1)** Column **Poe Short Story - Themes & Motifs Analysis (Assignment)**

Current Grade: - out of 100 points **Exempt**
Grade based on Last Graded Attempt
Due: Jan 30, 2015

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

Date	Last Edited by	Value	Comments
Nov 26, 2014 8:36:52 AM	Admin Megan Hamilton	Attempt Grade Cleared	View Rubric

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.

Grade Information Bar

Last Name	First Name	Total	Poe Short Story	Assignment 1	Test 1
Asterisk	Annie	115.00	--	99.00	--
Bracket	Brett	--	!	--	--
Colon	Collin	--	--	--	--

Selected Rows: 0

[Move To Top](#) [Email](#)

Empty grade cell. No attempts are listed in the context menu

View Grade Details

Exempt Grade

Student's View of a Cleared Attempt in My Grades

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

My Grades

All | Graded | Upcoming | Submitted | Order by: Last Activity

ITEM	LAST ACTIVITY	GRADE
Total View Description Grading Criteria		115.00 /150
Poe Short Story - Themes & Motifs Analysis DUE: JAN 30, 2015 Assignment	UPCOMING	0.00 /100
Test 1 Test	Oct 7, 2014 9:13 AM GRADED	
Test 2 Test	Oct 2, 2014 8:41 AM UPCOMING	
Assignment 1 Assignment	Sep 11, 2014 3:22 PM GRADED	99.00 /100

Assignment appears as though unsubmitted

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 manually changed in this manner will be indicated by an orange triangle in the upper-left corner of the grade-item's cell.

Assignment 1

100

Grade Being Changed

Assignment 1

100.00

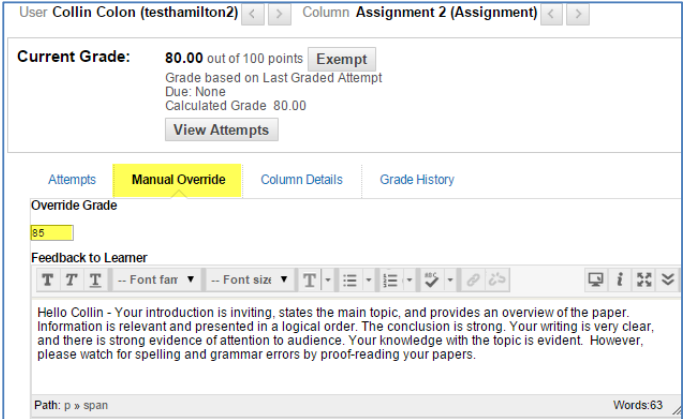
Grade Overridden

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.



User Collin Colon (testhamilton2) < > Column Assignment 2 (Assignment) < >

Current Grade: 80.00 out of 100 points Exempt
Grade based on Last Graded Attempt
Due: None
Calculated Grade 80.00
View Attempts

Attempts Manual Override Column Details Grade History

Override Grade
85

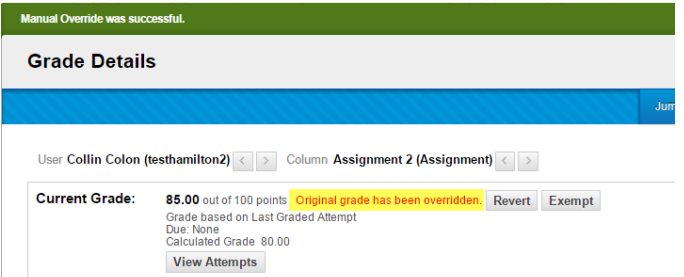
Feedback to Learner

Hello Collin - Your introduction is inviting, states the main topic, and provides an overview of the paper. Information is relevant and presented in a logical order. The conclusion is strong. Your writing is very clear, and there is strong evidence of attention to audience. Your knowledge with the topic is evident. However, please watch for spelling and grammar errors by proof-reading your papers.

Path: p > span Words:63

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.



Manual Override was successful.

Grade Details

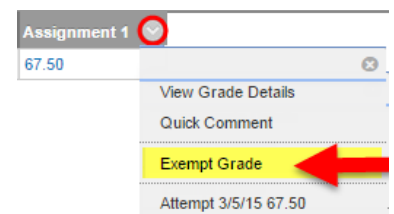
User Collin Colon (testhamilton2) < > Column Assignment 2 (Assignment) < >

Current Grade: 85.00 out of 100 points Original grade has been overridden. Revert Exempt
Grade based on Last Graded Attempt
Due: None
Calculated Grade 80.00
View Attempts

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.

