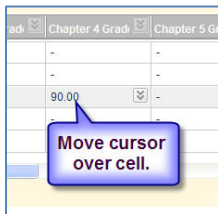


## Blackboard 9 Training – University of St. Thomas

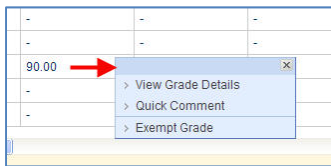
### Change/Override Grades from the View Grade Detail Page

To change a grade from the View Grade Detail page, follow these steps:

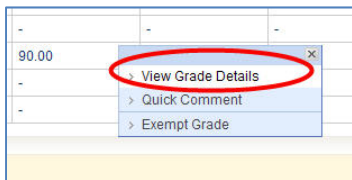
1. Move the cursor over the desired cell.



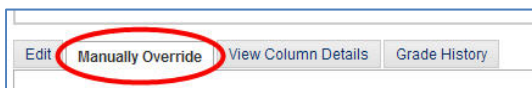
2. Click the Action Link to the right of the cell to activate the contextual menu.



3. Click View Grade Details.



4. Click Override.



5. Enter the value in the Current Grade Value textbox. Add Feedback to User or Grading Notes.

The screenshot shows a web interface for manually overriding a grade. At the top, it says "Due: None". Below that are four tabs: "Edit", "Manually Override", "View Column Details", and "Grade History". The "Manually Override" tab is active. It contains three main sections: "Override Grade" with a text input field containing "100" and a checkbox labeled "Exempt user from this item"; "Feedback to User" with a text area containing the text "You did get 2 correct so I have adjusted your grade."; and "Grading Notes" with an empty text area. Red arrows point to the "100" in the Override Grade field, the text in the Feedback to User area, and the empty Grading Notes area.

6. Click Save to complete.

A close-up of the bottom of the form, showing two buttons: "Cancel" and "Save". The "Save" button is circled in red.

7. Click Return to Grade Center to return to the Grade Center page.