

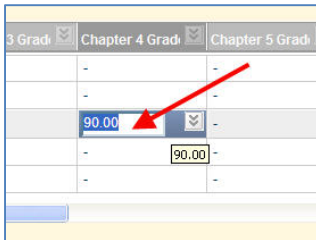
Blackboard 9 Training – University of St. Thomas

Manually Change/Override a Grade

Grades can be overridden manually from the Grade Center or from the View Grade Details page, or they can be overridden by uploading an external file containing new data.

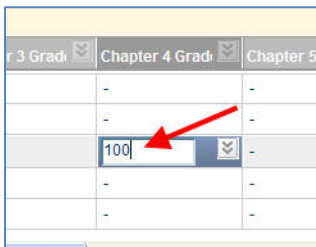
To change or override a grade from the Grade Center, follow these steps:

1. Place the cursor in the cell where the grade is to be changed and click.



3 Grad	Chapter 4 Grad	Chapter 5 Grad
-	-	-
-	-	-
90.00	-	-
-	90.00	-
-	-	-

2. Enter the value.



r 3 Grad	Chapter 4 Grad	Chapter 5
-	-	-
-	-	-
100	-	-
-	-	-
-	-	-

3. Press enter on your keyboard.

