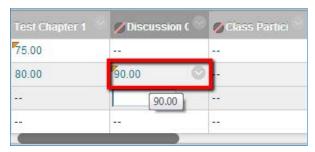


## **Manually Changing or Overriding Grades**

To change or override a grade directly in the Grade Center grid, follow these steps:

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



2. Enter the new value.



3. Press the Enter key. The new grade will appear in the cell, and the cursor will move to the next row (if there is one) or the top cell of the next column (if at the bottom).

