



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.

Test Chapter 1	Discussion C	Class Partici
75.00	--	--
80.00	90.00	--
--	90.00	--
--	--	--

2. Enter the new value.

Test Chapter 1	Discussion C	Class Partici
75.00	--	--
80.00	95	--
--	--	--
--	--	--

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).

Test Chapter 1	Discussion C	Class Partici
75.00	--	--
80.00	95.00	--
--		--
--	--	--