

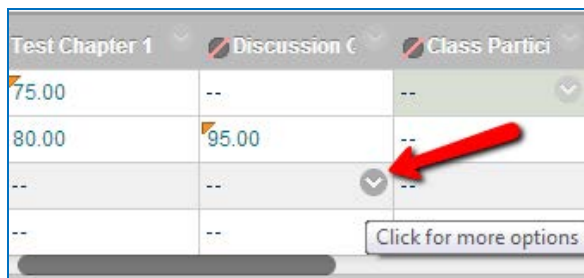


Overriding Grades from Grade Details

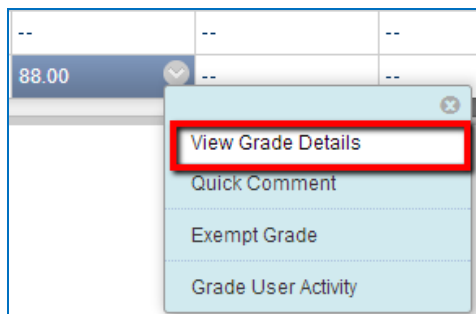
The Grade Details page permits the Instructor to enter more than just a numeric grade for an assessment. It provides a place to type constructive feedback, or an explanation of why a grade might have been changed. There are also buttons to remove or ignore attempts at assignments that are obviously incorrect—e.g., the student has uploaded the wrong document. It also tracks manual overrides of grades assigned by the Instructor or by Blackboard.

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

1. Point to the desired cell, and click the contextual arrow in the right-hand portion of the cell.



2. Select **View Grade Details** from the menu.



3. Click the **Manual Override** tab.

Attempts	Manual Override	Column Details	Grade History
Date Created	Date Submitted (or Saved)	Value	Feedback to User
Mar 31, 2014 3:20:29 PM	Mar 31, 2014 3:20:29 PM (Completed)	88.00	

4. Enter a new value in the Override Grade textbox. Add Feedback to User (seen by the student) or Grading Notes (not seen by the student).

Override Grade

92 Type a new grade here.

Feedback to User

Type comments for the student or students here.

Path: p Words:0

Grading Notes

Type notes for the Instructor or TA here.

Path: p Words:0

Cancel Save

5. Click **Save** to complete.

Cancel Save

6. A message appears in the Current Grade box of the Grade Details page, *Original grade has been overridden*. A **Revert** button appears, which you can click to change the score back to before the override.

User **Test Student (collindb_s)** < > Column **Discussion Question 2 (Discussion)** < >

Current Grade: 92.00 out of 25 points Original grade has been overridden. **Revert** **Exempt**

Grade based on Last Graded Attempt
Due: None

Grade User Activity

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

