

## OVERRIDING GRADES

---

The roles of instructor, teaching assistant, and grader are allowed to change grades in a course. When you change grades, the new data is automatically figured into existing weighted, total, or calculated grade columns. Each time you change a grade, an entry is made in the grade history log.

Sometimes a grade change results in an override grade. A true override grade is applied to attempt-based Grade Center items only, which are tests, and assignments. An override grade for a test or an assignment takes precedence over all other grade entries, including attempts a student submits after an override grade is assigned. For example, if a grade is based on the average of multiple assignment attempts, but you want to be sure that the grade for a certain student is one other than the average, you can assign an override grade that takes precedence over all other grades and future attempts.

You can remove an override grade for a test or an assignment with the Revert function. Grades for the interactive tools—journal and blog entries, wiki page saves, and discussion posts—are not attempt-based, but rather activity-based. For these tools, you can edit an override grade to change it from the grading panel of the tool.

When you override a grade, an orange triangle appears in the Grade Center cell.

Unit 2 Quiz
20.00
20.00
30.00



When you assign a grade to a cell with no attempt for an assignment or a test, it is an override grade, and the override icon appears in the grade cell. If you assign a grade for an interactive tool's gradable activity, but no activity exists, no icon appears in the grade cell because it behaves as if you are assigning a grade in the grading panel of the tool.

You can assign an override grade in two ways:

- Use the **Manual Override** tab on the **Grade Details** page. This is the recommended way to assign an override grade. After assigning the grade, you can add feedback for the user and notes for yourself explaining the grade change. You will have a record of why you chose to override any future attempts. The only way to assign an override grade for gradable journal and blog entries, wiki page saves, and discussion posts is on the **Manual Override** tab. However, the interactive tools allow you to edit an override grade from the tool's grading panel and disallow its precedence.
- Type directly in a Grade Center cell to assign an override grade for a test attempt or for an assignment attempt where multiple attempts are allowed. If an assignment only has one attempt, you can type directly in the Grade Center cell and that is **not** an override grade. However, if you allow two attempts and have assigned a grade for the first attempt, and then decide to ignore the second attempt by typing directly in the cell, that is an override grade. If

you go on to grade the second attempt from the **Grade Assignment** page, the override grade still supersedes the second attempt grade you assign. Therefore, avoid assigning grades directly in Grade Center cells for assignments and tests without considering the ramifications first.

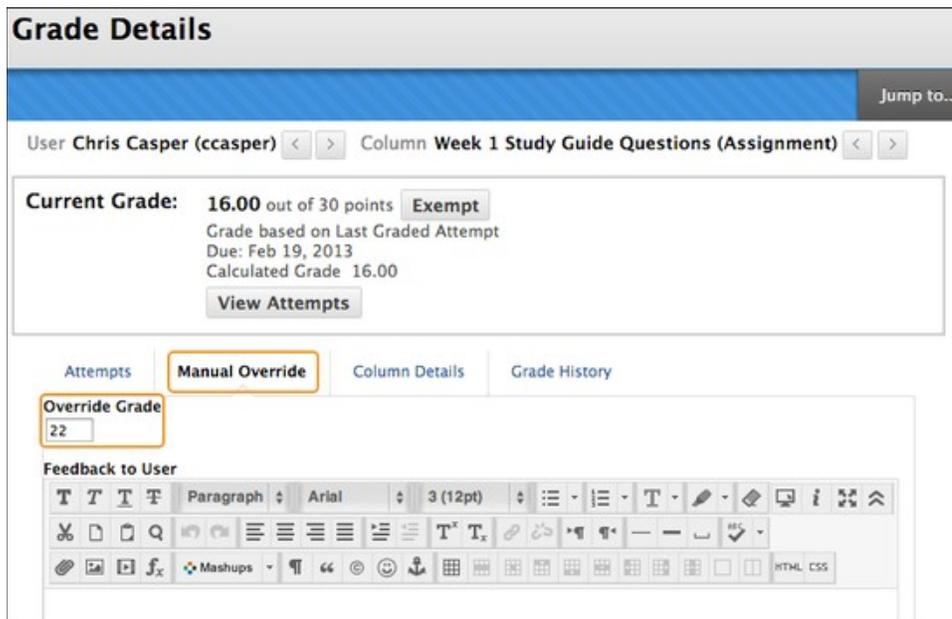
*NOTE:* If you typed a grade directly in the Grade Center cell and want to add feedback for the user or notes for yourself, see Including Comments With a Grade Entry.

## HOW TO OVERRIDE A GRADE FROM THE GRADE DETAILS PAGE

1. In the Grade Center, locate the cell containing the student's graded test or assignment grade to override.

*NOTE:* You may also assign override grades to graded activity in the interactive tools, but you can edit the override grade from the tool's grading panel to remove it.

2. Move the mouse pointer over the cell to access the contextual menu.
3. Select **View Grade Details**.
4. On the **Grade Details** page, select the **Manual Override** tab.
5. Type a new grade in the **Override Grade** text box.
6. Optionally, provide **Feedback to User** that explains the grade change and **Grading Notes** for yourself. Use the content editor functions to format the text and include files, images, links, multimedia, and mashups.



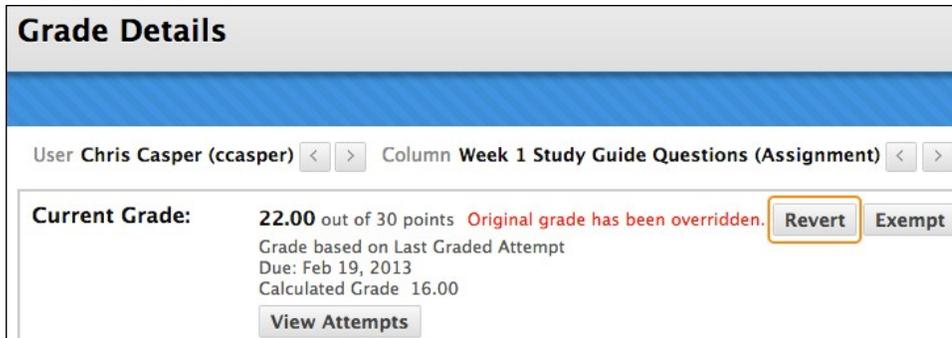
The screenshot shows the 'Grade Details' interface for a user named Chris Casper (ccasper) on the 'Column Week 1 Study Guide Questions (Assignment)'. The current grade is 16.00 out of 30 points, with an 'Exempt' status. The page includes tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. The 'Manual Override' tab is active, showing an 'Override Grade' text box containing the number '22'. Below this is a 'Feedback to User' section with a rich text editor toolbar.

7. Click **Save**.
8. Click **Return to Grade Center** to go back to the main Grade Center page.

## HOW TO REVERT AN OVERRIDE GRADE

You can use the **Revert** function to clear an override grade and display the previously assigned grade, if one exists -OR- the needs grading icon.

1. In the Grade Center, locate the cell containing the student's override grade to revert.
2. Move the mouse pointer over the cell to the contextual menu.
3. Select **View Grade Details**.
4. On the **Grade Details** page, click **Revert** in the **Current Grade** section. A warning message appears asking you to confirm the action.



5. Click **OK**. The override grade is cleared. The action is recorded on the **Grade History** tab on this page. Whatever was in the Grade Center cell before assigning the override grade appears again: the previously assigned grade -OR- the Needs Grading icon.
6. Click **Return to the Grade Center** to go back to the main Grade Center page.