

Full Grade Center - Manually Overriding Grades

Important!!! Never manually type a grade until you finalize grades

Possible Scenario]

- 1] A student did not submit an assignment until the due date.
- 2] The instructor manually typed “0” for the student.
- 3] The student submitted the assignment later.
- 4] The instructor went to “Needs Grading”, checked the submitted file and graded “70” for the late submission.
- 5A] But, the grade center still shows “0” instead of “70”.
- 5B] Why? **An override grade takes precedence over all other grade entries**, including attempts a student submits **after** you assign an override grade.

Current Grade: 0.00 out of 100 points Original grade has been overridden. Revert Exempt

Grade based on Last Graded Attempt
Due: Nov 13, 2018
Calculated Grade 70.00
View Attempts

Attempts [Manual Override](#) [Column Details](#) [Grade History](#)

| Date Created | Date Submitted (or Saved) | Value | Feedback to Learner | Grading Notes | Actions |
|-------------------------|---|-------|---------------------|---------------|----------------------------|
| Dec 19, 2018 9:10:19 PM | Dec 19, 2018 9:10:19 PM (Completed) LATE | 70.00 | Submitted late. | | Grade Attempt |

Solution: Manually replace grades, one by one

Solution to the Possible Scenario above]

1] The instructor needs to go to Full Grade Center and then each manually graded cell.

2] S/he needs to replace “0” with “70” in each cell manually, one by one.

Best Practice: Never manually type a grade until you finalize grades

Possible Scenario]

1] A student did not submit an assignment until the due date.

2] The instructor **should not type any grade manually for the student **until** s/he finalizes all the grades.**

3] When s/he finalizes all the grades, s/he types “0” manually for the **really final grades that **will not** change later.**