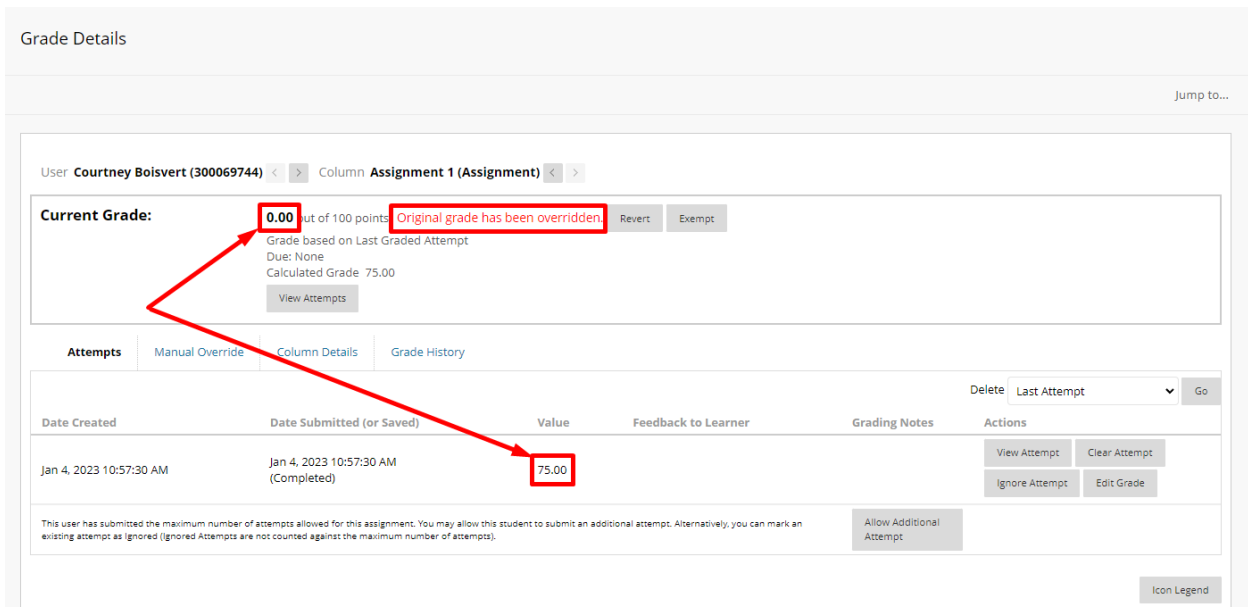


Manually Override Grades

If you need to input a grade when a student has not completed an assignment you can manually override the grade. If you do this before you finalize your grades you may have a student hand in a late assignment and you will only see the override grade of 0.

Possible Scenario

1. A student did not submit their assignment before the assignment due date.
2. The instructor manually provided the student a 0.
3. The student submits the assignment late.
4. The instructor grades the submitted assignment and provides a grade.
5. The grade center still shows 0.
6. This is because an override grade takes precedence over all grade entries.



The screenshot displays the 'Grade Details' page for a user named Courtney Boisvert (300069744) on the 'Assignment 1 (Assignment)' column. The 'Current Grade' is shown as 0.00 out of 100 points, with a red box around it and a message stating 'Original grade has been overridden'. Below this, it indicates the grade is based on the last graded attempt, with a due date of none and a calculated grade of 75.00. A 'View Attempts' button is present. The 'Attempts' tab is active, showing a table with columns for Date Created, Date Submitted (or Saved), Value, Feedback to Learner, Grading Notes, and Actions. The table contains one entry: an attempt created on Jan 4, 2023 at 10:57:30 AM, submitted on the same date at 10:57:30 AM (Completed), with a value of 75.00 (highlighted with a red box). The 'Actions' column for this attempt includes buttons for View Attempt, Clear Attempt, Ignore Attempt, and Edit Grade. A 'Delete' button is also visible, set to 'Last Attempt'. A note at the bottom states: 'This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as ignored (Ignored Attempts are not counted against the maximum number of attempts).' An 'Allow Additional Attempt' button is located to the right of this note. An 'Icon Legend' button is at the bottom right.

To prevent this:

1. Revert the manually overridden grade.
 - a. Click the arrow next to the grade and choose view grade details.
 - b. Click revert grade next to the overridden grade.

Best Practice:

Do not manually override grades until you are no longer accepting assignments.

Interested in more educational tools? Check out our How-To Guides at:
www.ufv.ca/myclass/faculty-centre/faculty-tutorials or email us at asktlc@ufv.ca

