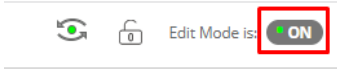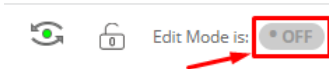# How to Revise Submitted Grades

This allows you to revise a grade once it has already been submitted.
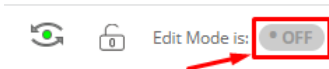
Make sure edit mode is on
(Top right of screen)
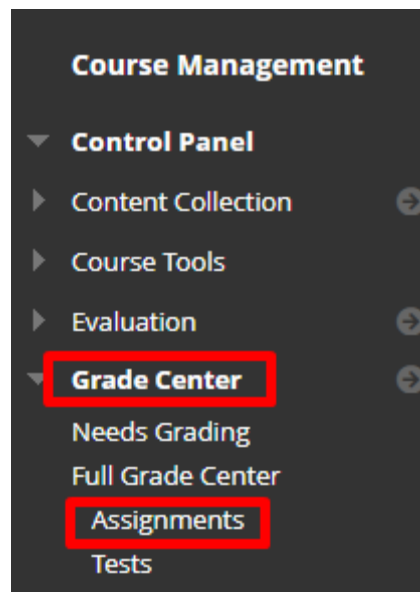
Edit Mode is ON   **Click to toggle.**   **Edit Mode is Off**

Edit Mode is: ON

Edit Mode is: OFF
CLICK TO TOGGLE EDIT MODE ON.

Edit Mode is: OFF

1. Click Grade Center and Click Assignments

Course Management

▼ **Control Panel**

▸ Content Collection

▸ Course Tools

▸ Evaluation

▼ **Grade Center**

    Needs Grading

    Full Grade Center

    Assignments

    Tests

2. Click the arrow to the right of the grade you need to revise and click View Grade Details.

ASSIGNMENT 1

--

25.00

View Grade Details
Quick Comment
Exempt Grade
Attempt 1/6/23 25.00

Icon Legend
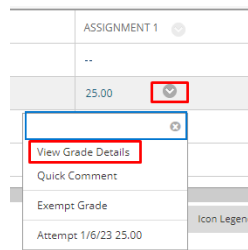
3. Click View Attempts

User **Courtney Boisvert_PreviewUser (boisvertc_previewuser)** < >   Column **Assignment 1 (Assignment)** < >

Current Grade: 25.00 out of 30 points   Exempt

Grade based on Last Graded Attempt
Due: None
Calculated Grade 25.00

View Attempts

Attempts   Manual Override   Column Details   Grade History

4. Open the grading panel and revise the grade as needed and click Submit.

Assignment Details ⌄

GRADE
LAST GRADED ATTEMPT   **25.00** /30

ATTEMPT
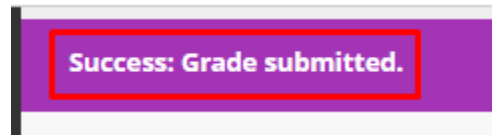1/6/23 2:25 PM   **28** 30

Feedback to Learner

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Add Notes

Cancel   Save Draft   Submit

5. You will be reverted back to the grade details and you will see a confirmation.

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www.ufv.ca/myclass/faculty-centre/faculty-tutorials or email us at asktlc@ufv.ca