

## Changing Grades

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### Overview


Because of the fluid nature of instruction and the different variables that can influence student performance on assessment, any grade recorded in the Grade Center may be changed by the Instructor, TA, or Grader of the course. When grades are changed, the new data is automatically factored in to existing weighted, total points, or calculated grade columns, updating the information immediately. Grades that have been modified are denoted in the Grade Center by a triangular icon. Every time a grade is changed, an entry is made into the Grade History. For more information on Grade History, see [Grade History](#).

### Overriding a Grade

Grades can be overridden manually from the Grade Center or from the Grade Details page, or they can be overridden by uploading an external file containing new data. For more information on uploading external files see [Uploading External Grade Center Items](#).

To change or override a grade from the Grade Center, follow these steps:

1. Place the cursor in the cell where the grade is to be changed and click.
2. Enter a value.
3. Press Enter.

	<p><b>Note:</b> If Enter is not pressed, and the user attempts to exit the entry cell or Grade Center, a dialog box will appear asking if the user would like to save the grade entry. If so, in the dialog box, select <b>OK</b> to save the grade.</p>
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To change a grade from the Grade Detail page, follow these steps:

1. Move the cursor over the desired cell.
2. Click the Action Link to activate the contextual menu.
3. Click **Grade Details**.
4. Click **Override**.
5. In the Current Grade text box, enter a value.
6. Add any **Feedback to User** or **Instructor Notes**.
7. Click **Save**.

### Grade History

Every time a grade is changed, whether the score is overridden or new comments are added, an entry is made to the Grade History. The Grade History acts like a log file that keeps track of all the changes made to each grade entry. Grades that have been modified are denoted in the Grade Center by a green triangular icon. For more information see [Grade History](#).

