




How do I change grades?

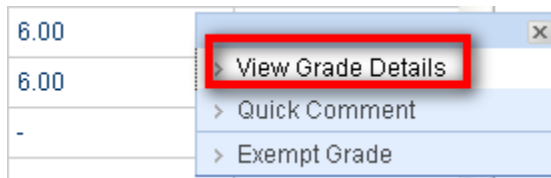
Grades can be overridden manually from the **Grade Center** or from the **Grade Details** page.

To override a grade from the **Grade Center**,

1. Go to **Control Panel > Evaluation > Grade Center**.
2. Place the cursor over the desired cell and click.
3. Type a value.
4. Press **Enter**.

To change a grade from the **Grade Details** page,

1. Go to **Control Panel > Evaluation > Grade Center**.
2. Place the cursor over the desired cell.
3. Click the **Action Link**. 
4. Select **View Grade Details**.



5. Click **Override** button.
6. Enter a value in the Current Grade Value box.

Current Grade Value	Feedback t
<input type="text" value="6.00"/>	
<input type="checkbox"/> Exempt user from this item.	

7. Click **Save** button.

Tip:

To make sure you will be able to revert the grade that has been overridden, you may want to change a grade from the **Grade Details** page.

The grades in the columns that are not linked to assignments or assessments can only be reverted if you override the grade from the **Grade Details** page.