



## How do I delete or revert grades?

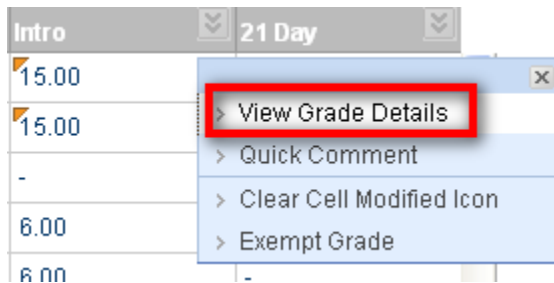
To delete a grade from the Grade Center:

1. Go to **Control Panel > Evaluation > Grade Center**.
2. Move your cursor over the desired cell and click.
3. Hit the **Backspace** key or the **Delete** key on your keyboard to delete the grade.
4. Press the **Enter** key on your keyboard.
5. Select **OK** to null this grade.

To revert a grade:

Grades that have been overridden can be reverted to clear a previously entered override, and then display the appropriate attempt grade:

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



5. Click **Revert** button



6. Select **OK** to revert this grade value.