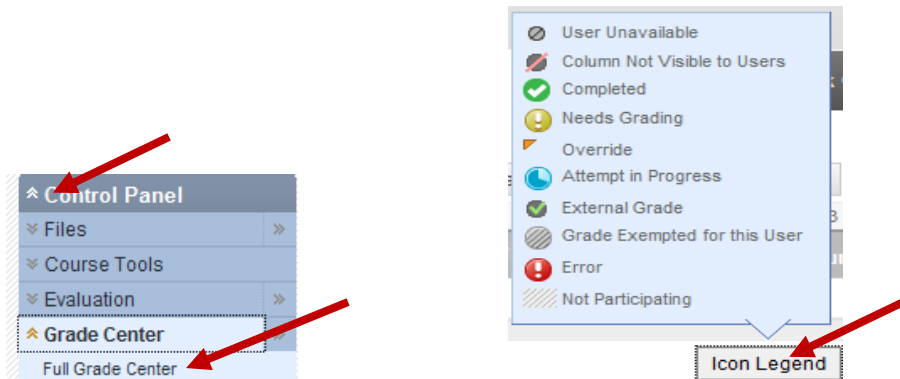


Manually Overriding Grade in Grade Center

1. After creating an assignment and submissions have been received via the course submission, you can grade each submission. Open the **Grade Center** and click **Full Grade Center**.
2. Clicking **Icon legend** will show symbol meaning.



3.  Shows a submission that needs grading.

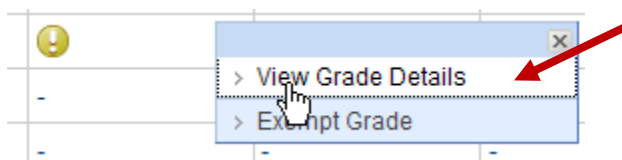
The screenshot shows a table with columns: Last Name, First Name, Weighted To, Total, Do the chapter, and Chapter 2 test. The row for 'McEntire, K' shows a 'Needs Grading' icon in the 'Do the chapter' column, highlighted by a red arrow.

	Last Name	First Name	Weighted To	Total	Do the chapter	Chapter 2 test
<input type="checkbox"/>	McEntire	K	76.67%	274.00		40.00
<input type="checkbox"/>	Mims	Paula	-	0.00	-	-

4. Click down arrow for drop menu.



5. Click **View Grade Details**.



6. Click **Manual Override**.

The screenshot shows the 'Manual Override' page. It has tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. The 'Manual Override' tab is active. Below the tabs is a table with columns: Date Created, Date Submitted (or Saved), Value, Feedback to User, Grading Notes, and Actions. The row for 'Jan 4, 2013 10:11:04 AM' shows a 'Needs Grading' icon in the 'Value' column. A red arrow points to the 'Manual Override' tab. Below the table, there is a text box explaining the manual override process and an 'Allow Additional Attempt' button.

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jan 4, 2013 10:11:04 AM	Jan 4, 2013 10:11:04 AM (Needs Grading)				Grade Attempt Clear Attempt Ignore Attempt Edit Grade



Manually Overriding Grade in Grade Center

7. Enter the **Override Grade** and **Feedback to User** comment.

Attempts Manual Override Column Details Grade History

Override Grade

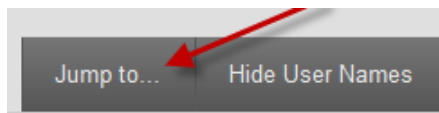
Feedback to User

Great Job.

8. Enter the **Grade** and **Grader Feedback** comment.

Cancel Save

9. Click on **Jump to...** link to view the Jump to... options.



10. Once you are on the **Jump to...** options, you can use the **left and right arrow keys** or **Item: -Select-** option from the down arrow menu to grade the next submission.

Jump to... Hide User Names

Item: -Select- User: -Select- Attempt: -Select- Go

User: Student (Attempt 1 of 1)

Exit < 13 of 2727 >

11. Once you are done Grading, click on **Exit** option to return back to the **Grade Details** options.

12. Once you are at the **Grade Detail** option, you can use your **Breadcrumbs** to return to the **Grade Center** page.

