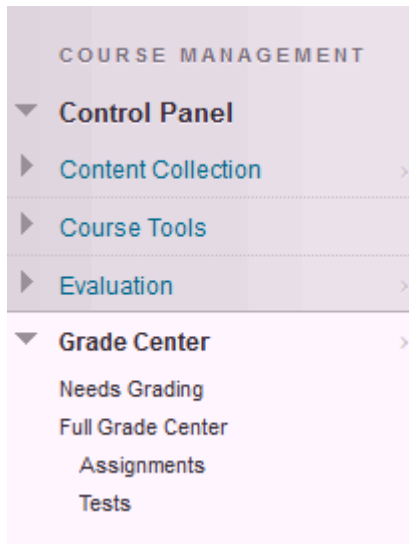


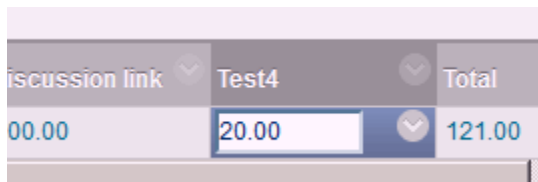
Blackboard Grade Override

In Blackboard, you can quickly override a grade:

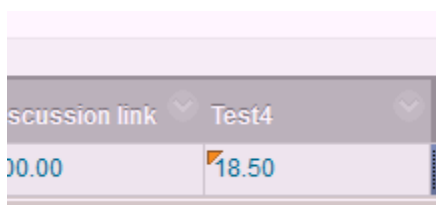
1. On the left side of the course home page under Course Management., click on 'Grade Center' to expand menu. Click on 'Full Grade Center.'



2. Click over the grade you want to change. It will turn into a text box.

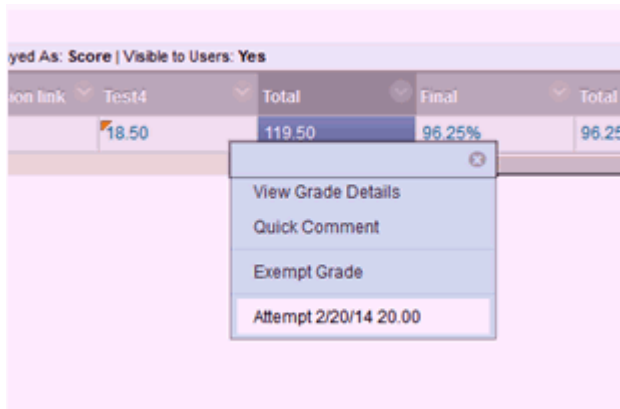


3. After changing the grade, press enter. An orange triangle will appear in the top left to show the grade has been manually overridden.

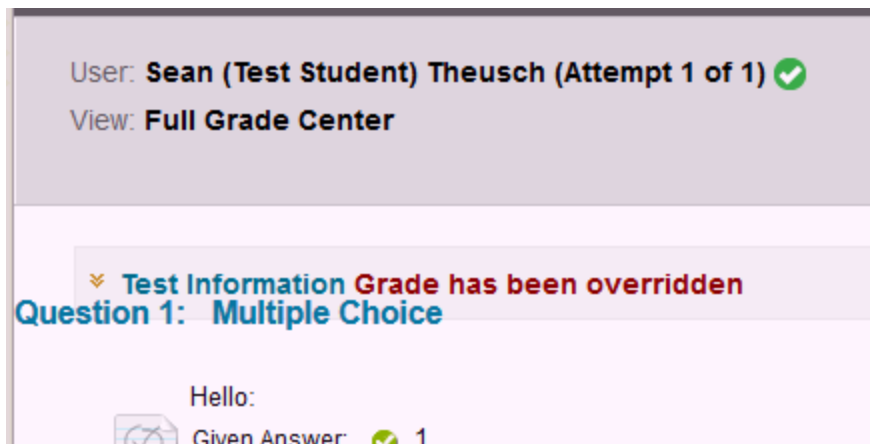


To Revert the Grade:

1. Go to the grade in Grade Center, click on the down arrow to expand the menu. Click on the Attempt that you want to revert the grade..



3. Once the assignment opens, Click on Test Information to expand information.



User: **Sean (Test Student) Theusch (Attempt 1 of 1)** ✓

View: **Full Grade Center**

⚠ **Test Information Grade has been overridden**

Override Grade	18.5	Revert	<i>Click Revert to revert overridden grade.</i>
Override Feedback to User			
Override Grading Notes			
Status	Completed		
Attempt Score	20 out of 20 points		
Time Elapsed	0 minute out of 1 hour.	Access Log	
Started Date	2/20/14 12:51 PM		
Submitted Date	2/20/14 12:52 PM		
Clear Attempt	Clear Attempt	<i>Click Clear Attempt to clear this user's attempt.</i>	
Edit Test	Edit Test	<i>Click Edit Test to make changes.</i>	
Instructions			

Question 1: Multiple Choice

4. Click on 'Revert' a warning will pop up confirming the change. Click OK.

The Test information will show that it is the original grade.

Success: Override grade reverted.

Grade Test: Test4

Assign a grade and feedback for the current test attempt. Expand the **Test Information** section to clear t

User: **Sean (Test Student) Theusch (Attempt 1 of 1)** ✓
View: **Full Grade Center**

⤴ **Test Information**

Current Grade	20.0 out of 20 points
	Grade based on Last Graded Attempt
Status	Completed
Attempt Score	20 out of 20 points
Time Elapsed	0 minute out of 1 hour. <input type="button" value="Access Log"/>
Started Date	2/20/14 12:51 PM
Submitted Date	2/20/14 12:52 PM
Clear Attempt	<input type="button" value="Clear Attempt"/> <i>Click Clear Attempt to clear this user's attempt.</i>
Edit Test	<input type="button" value="Edit Test"/> <i>Click Edit Test to make changes.</i>
Instructions	

Question 1: Multiple Choice