Modifying Grades

Instructors can modify a student’s grades in Blackboard’s Grade Center. Common grade modifications include: clearing attempts, overriding grades, and exempting grades.

Clearing Attempts

Clearing an attempt refers to *permanently deleting* a student’s attempt of an assignment or test so that the student may try to complete it again.

1. On the **GRADED CENTER** page, mouse over the grade cell. A gray context arrow will appear in the cell. Click the gray context arrow and select **VIEW GRADE DETAILS** from the context menu.

2. That will take you to the Grade Details page. On the **ATTEMPTS** tab, click the **CLEAR ATTEMPT** button.
3. A confirmation dialogue box will appear. Click OK to clear the attempt.

4. A confirmation message will appear on the page to indicate you have successfully cleared the student’s attempt. The action will be logged in the student’s Grade History. The grade-item’s cell on the Grade Center page will now be blank.

Overriding Grades

When a grade is manually changed, you are overriding the grade.

**Simple Manual Changes** - Grades can be changed by clicking directly on the content of a grade-item’s cell and entering a new grade value. A grade that has been manually changed in this manner will be indicated by an orange triangle in the upper-left corner of the grade-item’s cell.
Detailed Override – To change a grade and add feedback or grading notes, use the following process:

1. Roll your mouse over the cell of the grade-item and click on gray context arrow button that appears. From the context menu, select **VIEW GRADE DETAILS**.

2. On the **GRADE DETAILS** page, click on the **MANUALLY OVERIDE** tab.

3. Enter a numeric value in the **OVERRIDE GRADE** text-box.

   You may add feedback and notes in the text-boxes provided.
4. When you are done, click **SAVE**. The grade will be updated.

5. On the Grade Details page, a confirmation message and small status message will appear on the screen, indicating the grade has been overridden.

   The override can be edited or reverted to the previous grade value by clicking the associated button.

---

**Exempting Grades**

Making a grade exempt refers to making a grade not count towards the student’s final grade. For example, it can be useful in situations where you would like to drop a low quiz score.

1) Roll your mouse over the cell of the grade-item and click on the gray context arrow button that appears. From the context menu, select **EXEMPT GRADE**.

2) A shaded square icon will now appear within the contents of the cell to indicate that the grade is now exempt.

   The grade will not be included in Grade Center calculations.