

## UPDATING STUDENT GRADES

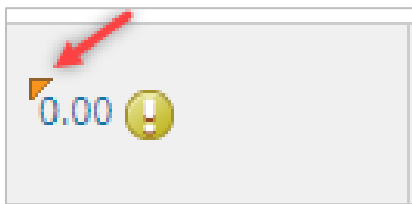
In situations where students submit an assignment or quiz/exam late, after the instructor has entered a zero, instructors need to take additional steps to ensure the newest attempt grade is reflected in the grade center and the final grade is calculating correctly.

For example, any grades entered directly into the grade center columns for assignments and quizzes/exams are considered **manually overridden grades**. Updating the grade requires reverting the grade. This can be completed through the **Grade Details** option in the grade center.

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### Instructions

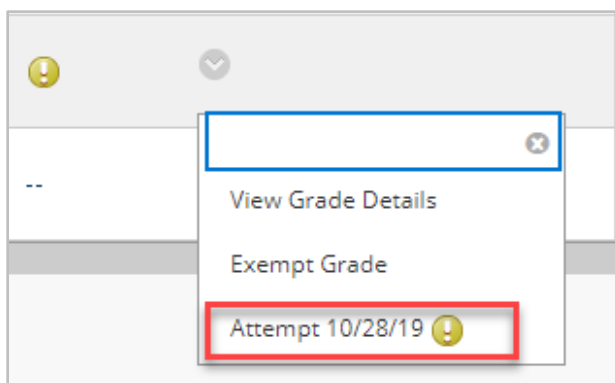
1. When a grade is entered directly into the grade center column, an **orange arrow** appears next to the grade. This orange arrow indicates a **manually override grade**.



**Note:**

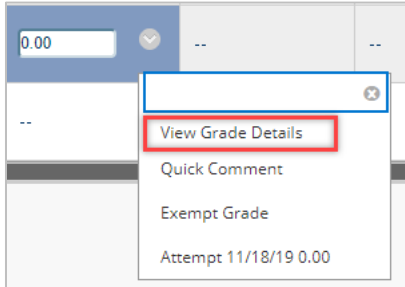
Manually overridden grades do not apply to discussions, journals, and wikis.

2. Click on **View Attempt** and grade the new attempt using the attached rubric (if available). See the [Grading with a Rubric](#) user guide.

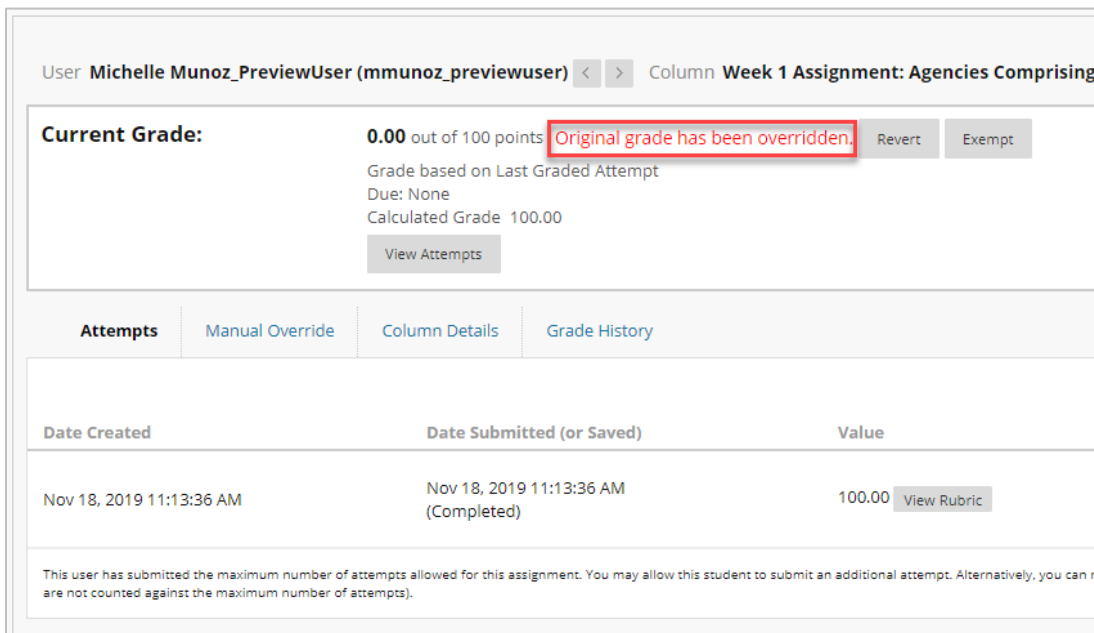


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- Return to the Grade Center, find the attempt for the assignment and click **View Grade Details**.



- The student's 0.00 grade will still display because ulearn is set to show the overridden grade.



The screenshot shows the 'View Grade Details' page for a student named Michelle Munoz. The current grade is 0.00 out of 100 points, with a red box around the text 'Original grade has been overridden.' Below the grade, it says 'Grade based on Last Graded Attempt', 'Due: None', and 'Calculated Grade 100.00'. There are 'Revert' and 'Exempt' buttons. Below this is a table with tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. The 'Attempts' tab is active, showing a table with columns 'Date Created', 'Date Submitted (or Saved)', and 'Value'. The table has one row: 'Nov 18, 2019 11:13:36 AM', 'Nov 18, 2019 11:13:36 AM (Completed)', and '100.00'. A 'View Rubric' button is next to the 100.00 grade. At the bottom, there is a note: 'This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can...'.

- Click **Revert** to replace the overridden grade with the correct grade.

# UPDATING STUDENT GRADES

User **Michelle Munoz\_PreviewUser (mmunoz\_previewuser)** < > Column **Week 1 Assignment: Agencies Comprising and s**

**Current Grade:** **0.00** out of 100 points **Original grade has been overridden.** **Revert** Exempt

Grade based on Last Graded Attempt  
Due: None  
Calculated Grade 100.00

View Attempts

Attempts Manual Override Column Details Grade History

6. The updated grade will now display for students, and will be calculated in their final grade.

**Current Grade:** **100.00** out of 100 points Exempt

Grade based on Last Graded Attempt  
Due: None  
Calculated Grade 100.00

View Attempts