Changing Grades in the Grade Center

Any grade recorded in the **Grade Center** can be changed. When grades are changed, the new data is automatically factored in to existing weighted, total points, or calculated grade columns, updating immediately.

To Edit a Grade

1. Login to the Bb Learn system and go to your course.
2. Locate the **Course Management Control Panel** under the left hand menu and click on **Grade Center** to open the drop down menu. Click on **Full Grade Center**.
3. **Option 1:** Click on the grade in the **Grade Center** column where you wish to make a change and enter the new grade. Press the **Enter** key on your keyboard to submit the change.
   Option 2: Click on the **action link** (double down arrows) next to the graded item grade in the **Grade Center** column where you wish to make a change, click **View Grade Details**.
   a. On the **Edit** tab, click the **Edit Grade** button. Please note that if you have allowed multiple attempts for the assignment, you have the option to view an attempt, clear an attempt or Edit a grade by clicking the **View Attempt**, **Clear Attempt** or **Edit Grade** buttons. To delete an attempt, select the **attempt** from the **Delete** drop-down list, and click **Go**.

To Override a Grade

The latest or only **Override** grade takes precedence over all other grade entries, including grades entered for multiple attempts, and will display in the **Grade Center**. Please note that any grade manually entered into the **Grade Center** for an automatically generated **Grade Column** such as an **Assessment**, **Assignment**, or **Discussion Board** grade, will be considered an **Override** grade.

1. Login to the Bb Learn system and go to your course.
2. Locate the **Course Management Control Panel** under the left hand menu and click on **Grade Center** to open the drop down menu. Click on **Full Grade Center**.
3. Click on the **action link** (double down arrows) next to a graded item, click **View Grade Details.**
4. Click the **Manually Override** tab.
5. Enter a new grade in the **Override Grade** box.
6. Add any "**Feedback to User**" or "**Grading Notes**".
7. Click **Save**.
8. Click **Return to Grade Center** to go back to the **Grade Center** page.

To view the Grade History

Every time a grade is changed (overridden or feedback is added) an entry is made in the **Grade History**. The **Grade History** keeps track of all the changes made to each grade entry. Grades that have been edited are denoted in the **Grade Center** by an orange triangular icon.

1. Login to the Bb Learn system and go to your course.
2. Locate the **Course Management Control Panel** under the left hand menu and click on **Grade Center** to open the drop down menu. Click on **Full Grade Center**.
3. Click on the **action link** (double down arrows) next to a graded item, click **View Grade Details**.
4. Click the **Grade History** tab.