

Manually Overriding a Final Grade

1. Double click the final grade to open the score inspector. Then check the box labeled Manually Override. Type in the grade you wish to assign the student. In this case, I am assigning the student P for Passing instead of the letter grade that the student earned.
- 2.

Score Inspector

Student: [Redacted]

Reporting Term: 52

Manual Override:

Percent: 79

Grade: P

Points: 1769/2245

Comment:

Class behavior has improved.
Making academic progress.

3. A manually overridden grade will appear an italicized and boldfaced font. This grade will NOT change unless the Manual Override box gets unchecked.

Students (30)	(52) Final Grade
[Redacted]	A 100% 2341/2345
[Redacted]	A 96% 2318/2410
[Redacted]	<i>P 79% 1769/2245</i>
[Redacted]	A 105% 2286/2185
[Redacted]	A 94% 2044/2185