

Manually Override Grades

If you need to input a grade when a student has not completed an assignment you can manually override the grade. If you do this before you finalize your grades you may have a student hand in a late assignment and you will only see the override grade of 0.

**Possible Scenario**

1. A student did not submit their assignment before the assignment due date.
2. The instructor manually provided the student a 0.
3. The student submits the assignment late.
4. The instructor grades the submitted assignment and provides a grade.
5. The grade center still shows 0.
6. This is because an override grade takes precedence over all grade entries.

**To prevent this:**

1. Revert the manually overridden grade.
	1. Click the arrow next to the grade and choose view grade details.
	2. Click revert grade next to the overridden grade.

**Best Practice:**

Do not manually override grades until you are no longer accepting assignments.

Interested in more educational tools? Check out our How-To Guides at: [www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at asktlc@ufv.ca

