How to View the Details of a Grade in the Grade Center

- From the Grade Center, instructors can view grade details to see attempts, assign grades, and view the grade history.

1. Open the course where you would like to print a report from the Grade Center.
2. In the Control Panel, click Grade Center and then Full Grade Center.

3. Click on the drop down arrow next to the grade and select View Grade Details. Note: You may need to click on the actual numeric grade to see the drop down arrow.

4. The instructor can see the current grade and click on the Grade Attempts button to see every attempt submitted by the student.

5. To make changes to the current grade value, click the Attempts tab then the Edit Grade button. Note: The image below has a tab titled Edit, but yours should say Attempts.
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6. You can also manually override the current grade by clicking on the Manual Override tab. Manually overriding a grade changes its value and ignores the results of the user attempts. You can provide feedback to the user and insert grading notes that are for the instructor.

7. The Column Details tab provides information on how the student is doing against the average score.

8. The Grade History tab displays all activity associated with the student’s grade.