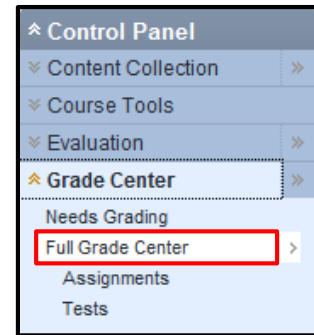


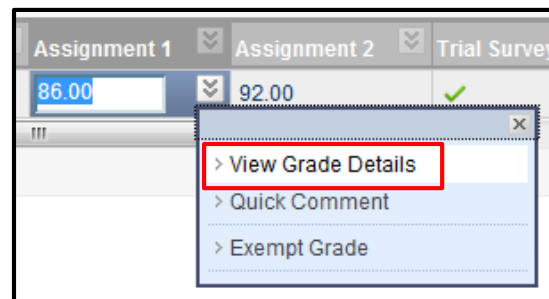
How to View the Details of a Grade in the Grade Center

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

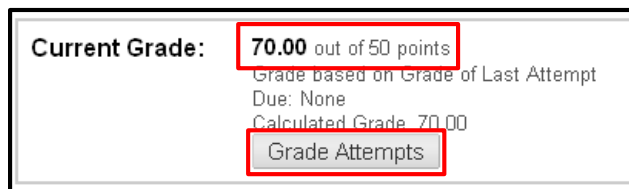
1. Open the course where you would like to print a report from the Grade Center.
2. In the **Control Panel**, click **Grade Center** and then **Full Grade Center**.



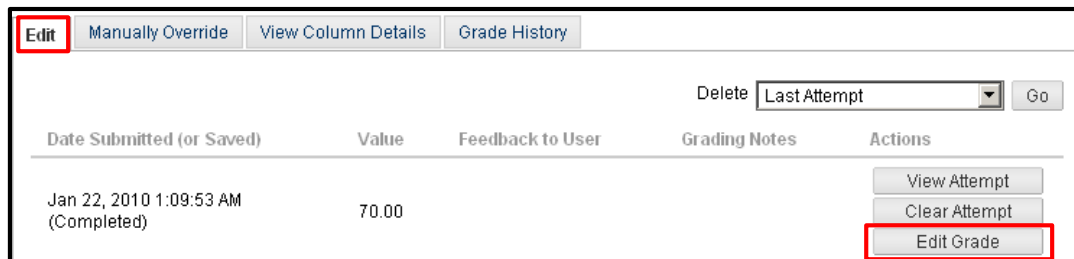
3. Click on the drop down arrow next to the grade and select **View Grade Details**. **Note:** You may need to click on the actual numeric grade to see the drop down arrow.



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

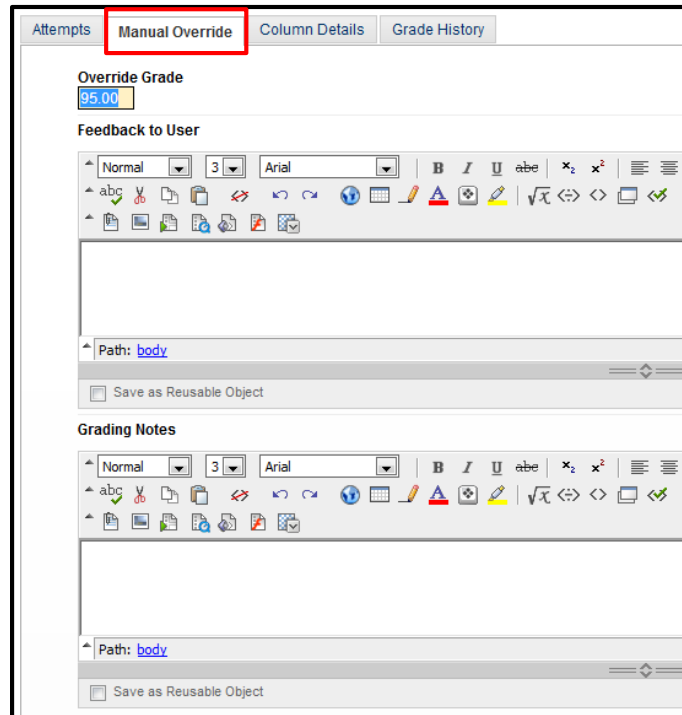


5. To make changes to the current grade value, click the **Attempts** tab then the **Edit Grade** button. **Note:** The image below has a tab titled **Edit**, but yours should say **Attempts**.



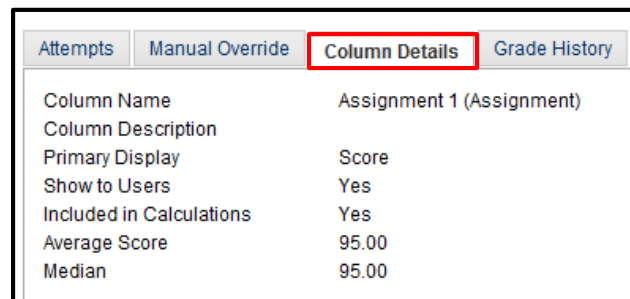
How to View the Details of a Grade in the Grade Center

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.



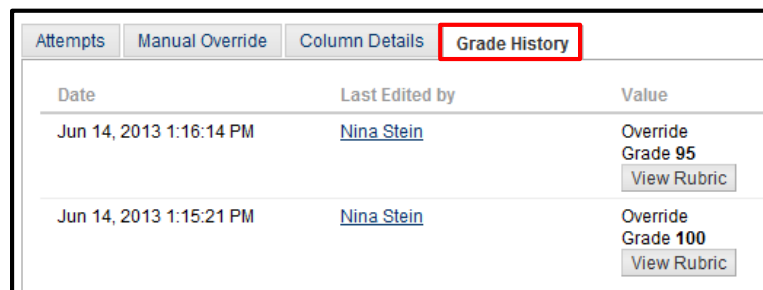
The screenshot shows the 'Manual Override' tab selected. The 'Override Grade' field is set to 95.00. Below it is a 'Feedback to User' section with a rich text editor. At the bottom, there is a 'Grading Notes' section, also with a rich text editor. The 'Save as Reusable Object' checkbox is visible at the bottom of both editors.

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



Column Name	Assignment 1 (Assignment)
Column Description	
Primary Display	Score
Show to Users	Yes
Included in Calculations	Yes
Average Score	95.00
Median	95.00

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



Date	Last Edited by	Value
Jun 14, 2013 1:16:14 PM	Nina Stein	Override Grade 95 View Rubric
Jun 14, 2013 1:15:21 PM	Nina Stein	Override Grade 100 View Rubric