

Gradebook Tutorial #9: How to manually override the Final Grade

The screenshot shows a gradebook interface with the following elements and callouts:

- #1:** Select a course (1(1-2) Social Studies 30-1).
- #2:** Select the "Scoresheet" tab.
- #3:** Make sure that you are in the current "Reporting Term" (T1).
- #4:** Make sure you select the "Final Grades" mode.
- #5:** Next select the student final grade you wish to manually override and right-click it.
- #6:** Select "Show Score Inspector" from the dialogue box that appears.
- #7:** The "Final Grade" Show Score Inspector dialogue box appears.
- #8:** From the "Score" tab, select the "Manual Override" box.
- #9:** Next, enter the appropriate "Percent", that is, manually enter a new Final Grade for the selected student.
- #10:** You will have to ensure that the "Grade", that is, the "Letter Grade" matches the NEW Final Grade entered. Select the down arrow, and
- #11:** Select a "Grade" that matches the manually entered Final Grade.
- #12:** You can navigate to another student and manually override another mark by using the "up" and "down" arrow.
- #13:** Click "Close".
- #14:** You will note that the "Final Grade" has been manually overridden and that a "red exclamation point" appears on the lower right hand corner of the new final mark.
- #15:** Remember to click "Save" to save the changes you have made to the "Final Grades".

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#2: Select the "Scoresheet" tab.

#3: Make sure that you are in the current "Reporting Term".

#4: Make sure you select the "Final Grades" mode.

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#6: Select "Show Score Inspector" from the dialogue box that appears.

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#15: Remember to click "Save" to save the changes you have made to the "Final Grades".