

Adjusting/Over-riding Term Grades

Please follow this procedure to over-ride any term (quarter, semester or final) grades if you need to do so.

1. Go into the gradebook for the class you will be working on and click on the column for the term you wish to add an override.

FIN	S1	Q2	Q2P	Q1
Options▼	Options▼	Options▼	Options▼	Options▼
Click any box in the column where you want to over-ride a grade.				93
				82
98	98			88
88	88			98
98	98			

2. You can do this two ways. Either add the amount you wish to adjust the grade, in the Adjustment Amount column or enter a new grade in the Adjustment Grade column. You will see the new percent, the new grade as well as the old grade.

Calculated		Adjustment		Cmt	Total Percent	Posted Grade
Grade	Percent	Grade	Amount			
93	92.68					
82	81.82	88	6.00		87.82	
98	97.63					
88	87.83					
98	97.98					
92	91.95	94	2.00		93.95	
89	89.18					
85	84.87					
91	90.87					
93	92.81					
93	92.69					
84	83.55	89	5.00		88.55	
92	91.95					

3. Click Save.