

Blackboard

Grade Center

Grading With no Attempt/ Overriding a Grade

Override/Change Grades

1. Navigate to <https://blackboard.towson.edu>.
2. Log in with your TU **NetID and Password**
3. Enter the desired course.
4. In the left-hand menu, click **Grade Center**.
5. Select **Full Grade Center**.
6. Scroll to the **user** you wish to change or enter the grade for.
7. Locate the correct **column** for the correct assignment.
8. Click the **grade** you'd like to change or input.
9. Input the **grade**.



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|--------------------------|----------------------------|--------|----|----|----|-------|
| <input type="checkbox"/> | Norman_PreviewU: Katharina | ⚙ | -- | ⚙ | -- | 80.00 |
| <input type="checkbox"/> | Student | Tricia | -- | -- | -- | -- |

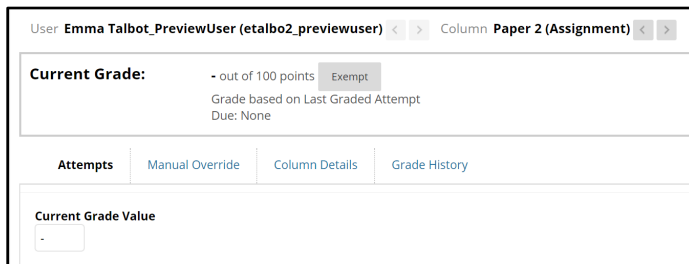
Figure 1

Detailed Feedback on a Grade with no Attempt

1. Follow steps 1-5.
2. Scroll to the **user** you wish to leave feedback for.
3. Locate the correct **column** for the correct assignment.
4. In that cell, click the down arrow and select **View Grade Detail**.
5. On this page you can add **Feedback to Learner** or **Grading Notes**.

Please Note: Students will be able to read **Feedback to Learner**, but **Grading Notes** are just for your personal notes about how you graded this assignment.

6. In order to save the feedback or grading notes, at this point you must give the assignment a grade, keep in mind you can always change it. To give the assignment a grade, enter a value in the box next to **Current Grade Value**.
7. Click **Save**



User: Emma Talbot_PreviewUser (etalbo2_previewuser) | Column: Paper 2 (Assignment)

Current Grade: - out of 100 points **Exempt**
Grade based on Last Graded Attempt
Due: None

Attempts | Manual Override | Column Details | Grade History

Current Grade Value
-

Figure 2