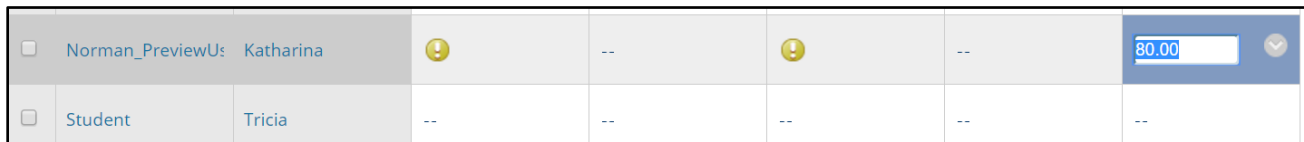


## Grading With no Attempt/ Overriding a Grade

### Override/Change Grades

1. Navigate to [blackboard.towson.edu](http://blackboard.towson.edu).
2. Enter the desired course.
3. In the left-hand menu, click **Grade Center**.
4. Select **Full Grade Center**.
5. Scroll to the **user** you wish to change or enter the grade for.
6. Locate the correct **column** for the correct assignment.
7. Click the **grade** you'd like to change or input.
8. Input the **grade**.



<input type="checkbox"/>	Norman_PreviewU: Katharina	!	--	!	--	30.00
<input type="checkbox"/>	Student Tricia	--	--	--	--	--

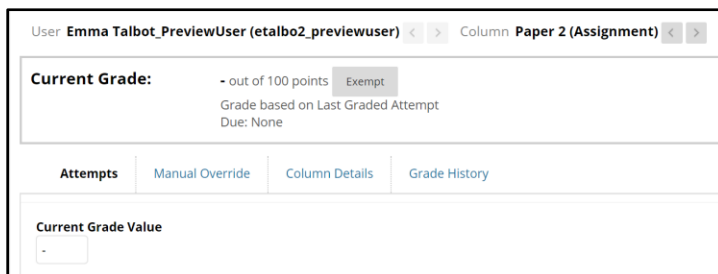
Figure 1

### Detailed Feedback on a Grade With no Attempt

1. Follow steps 1-4.
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