

Changing an Assignment Grade after the Grade has been Published

Instructor Guide on how to change a student's grade after it has been published

A student's grade can be changed after it has been published. Here are the steps:

- Go to **Assessments** then **Enter Grades**
- Click **Enter Grades**
- Beside the title of the item you would like to change the grade, click **Grade All**

The screenshot shows a table with columns for 'Assignment 1 - Discussion group 1' and 'Last Name, First Name'. A dropdown menu is open over the 'Grade All' button, showing options: Properties, Edit, Grade All (highlighted), Statistics, and Event Log.

Assignment 1 - Discussion group 1	Last Name, First Name
6 / 10, 1.5 / 2.5, 60 %	
7 / 10, 1.75 / 2.5, 70 %	
8 / 10, 2 / 2.5, 80 %	

- Scroll down until you see the list of students
- Find the student in the list
- Select the grade you would like to change by clicking in the box on the grade in the “**Grade**” column and change the grade.

The screenshot shows a table with columns for 'Last Name, First Name', 'Submission', 'Grade', 'Weighted Grade', 'Scheme', and 'Feedback'. The 'Grade' column for the student 'Bean, Green' is highlighted, and the grade '6' is being entered in a text box.

Last Name, First Name	Submission	Grade	Weighted Grade	Scheme	Feedback
Bean, Green		6 / 10	1.5 / 2.5	60 %	No feedback provided.

- Click **Save and Close**. A pop up box will appear letting you know that you are about to save changes. Are you sure you want to continue? Click **OK**.
- The grade will be changed in grade book.