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**

- 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.

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- 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.