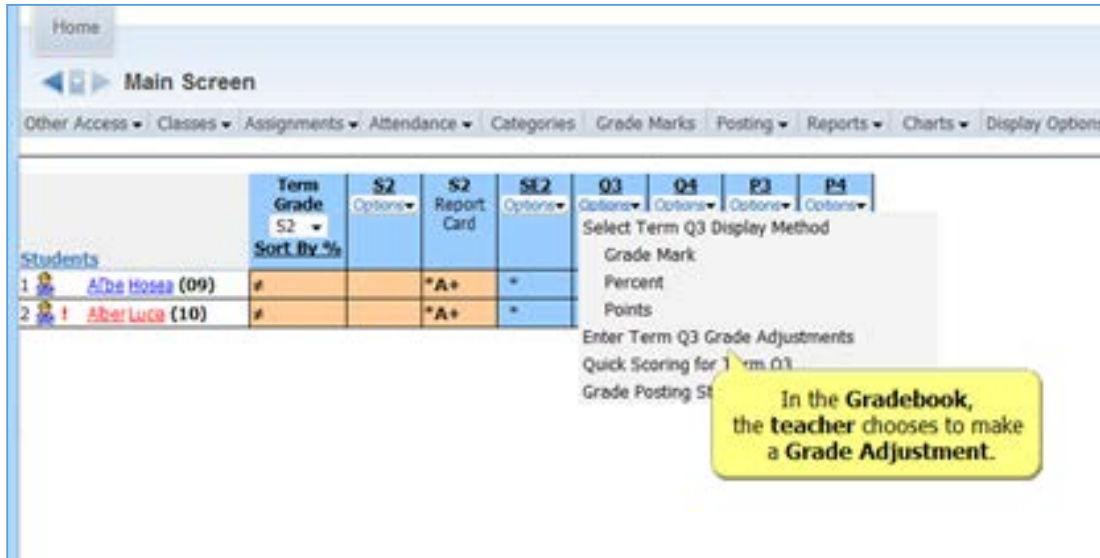


How do I override a gradebook mark?

Select the desired marking point (progress 1, quarter 2, semester 1, etc.)

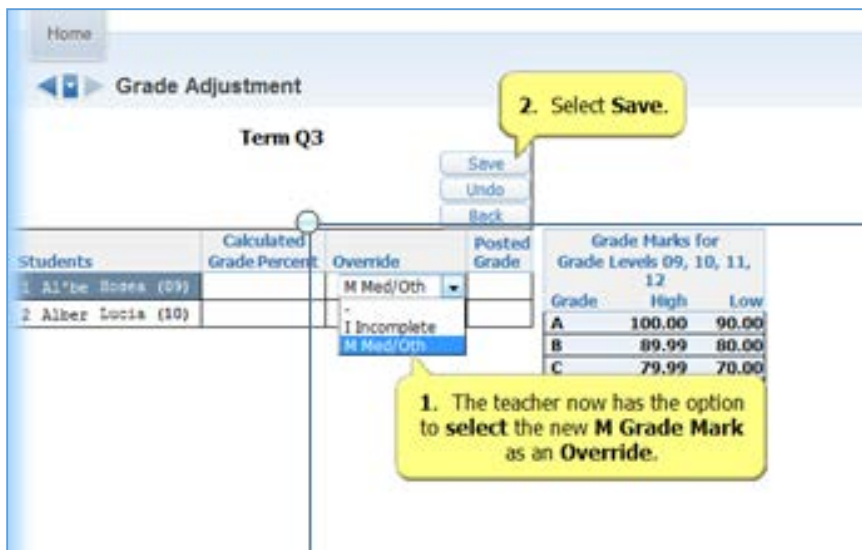
Click on the **Option** button below the desired marking point

Select **Enter Term XX Grade adjustment**.



Students	Term Grade	S2 Options	S2 Report Card	S2 Options
1 Alber Hossa (09)	#		*A+	*
2 Alber Luca (10)	#		*A+	*

Select the desired mark from Override down drop options.



Students	Calculated Grade Percent	Override	Posted Grade
1 Alber Hossa (09)		M Med/Oth	
2 Alber Luca (10)			

Grade	High	Low
A	100.00	90.00
B	89.99	80.00
C	79.99	70.00

Save the change.

How do I override a gradebook mark?

You will now see the grade you have selected.

The screenshot shows a software interface for a gradebook. At the top, there is a navigation bar with a 'Home' button and a 'Main Screen' title. Below this is a menu bar with options: 'Other Access', 'Classes', 'Assignments', 'Attendance', 'Categories', 'Grade Marks', 'Posting', 'Reports', 'Charts', and 'Display O'. The main content area features a table with the following columns: 'Term Grade' (with a dropdown menu set to 'S2'), 'S2 Report Card' (with an 'Options' dropdown), 'SE2' (with an 'Options' dropdown), 'Q3' (with an 'Options' dropdown), 'Q4' (with an 'Options' dropdown), 'P3' (with an 'Options' dropdown), and 'P4' (with an 'Options' dropdown). The table lists two students: 'Albe Hosea (09)' and 'Alber Luca (10)'. The grade for Albe Hosea in the Q3 column is 'M'. A yellow callout box with a speech bubble points to this 'M' grade, containing the text: 'The student's Grade now displays the Override Grade Mark. This concludes the tutorial.'

	Term Grade S2	S2 Report Card Options	SE2 Options	Q3 Options	Q4 Options	P3 Options	P4 Options
1 Albe Hosea (09)	#		*A+	M			
2 Alber Luca (10)	#		*A+				