

How to Overwrite a Grade

You may overwrite any test or assignment score you have previously entered in your gradebook. You may also overwrite any letter or numeric grade that has been calculated for a Term or overall average in your gradebook. For example:

1. You may want to overwrite a grade if a student has not completed all their work and needs a grade of 'Incomplete' until the work is completed.
2. Secondary teachers may need to lower a semester grade in compliance with Article IX Section 4E Grading System of the Master Contract which requires that there must two (2) passing grades of three grades used.

To Overwrite a Grade: Click the grade you want to change, and type in the revised grade. The overwritten grade will be displayed in green. The overwritten grade will remain until you decide to change it or remove (restore) the overwritten designation.

To Restore an Overwritten Grade: Double-click the grade, press DELETE, then ENTER. The grade will then be automatically assigned based on the grade scale.