How to Revert Grades

This tutorial will show you how to restore an overridden grade in Grade Center.

Reverting Grades

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1. **First, enter your course.**

   - Under Course Management, click to open the Control Panel link if it is not already open, and then click on Grade Center.

2. **Under Course Management, click to open the Control Panel link if it is not already open, and then click on Grade Center.**
3. Under Grade Center, click on Full Grade Center.

4. In the new window Grade Center: Full Grade Center, scroll to locate the grade cell that you would like to revert an overridden grade. Click the Action Link double Arrow to activate the Contextual Menu.

Next, let’s **override a grade**.

5. In the new Contextual Menu, click **View Grade Details**.
6. In the new window Grade Details, click on the Revert button.

7. In the new prompt window, click OK button to revert the overridden grade.

8. Now you will see the confirmation message and the student’s current grade in the Grade Details page.