

Assign/Remove Grade Override

Purpose

Once the grade close date has passed for a marking period (e.g., Term 1 Grade) a teacher can no longer change grades for any of his or her students. Teachers must be granted permission by the Administrator, to change grades after the marking period has closed. When in effect, the grade override privilege enables a teacher to change the grade for a marking period (e.g., Term 1 Grade) after the grade due date has passed.

Steps that must be completed to override a student's grade:

In order to override a grade after the due date elapses, all of the following must be true:

1. An Administrator must grant a teacher permission to override grades for one or more marking periods (Grade Book menu -- Admin Functions -- **Grant or Remove Override Privileges**) through the Administrator Portal. The administrator specifies which marking period(s) overrides are allowed for, e.g., Quarter 2 grade and Midyear Exam.
2. The teacher must go to Grade Book menu -- Grade Book Operations -- **Assign/Remove Grade Override** job in his/her grade book. That job enables a teacher to choose which students in their class need a grade override
3. The teacher may now begin assigning grade overrides.
 - Go to the Grade Book menu -- Assign Grades -- **Override Past Marking Period Average**.
 - For assignment grades, you may override past assignment grades through the teacher's Course Summary grid. Click on the [Summary](#) page, select a marking period for which you have override privileges, and then check the "**Override Only**" box. The grid will display only students for which you have enabled overrides.

Step-by-Step Instructions

1. To get to the Assign/Remove Grade Override job:
 - Sign into the system through the MMS Teacher Portal Login web page (refer to the "How to Log in" topic for in-depth instructions).
 - Select the **School** and **Class** you wish to work with using the [toolbar](#). You can only assign grade overrides in the current school year (prior school years are read-only).
 - Go to the **Grade Book** menu -- **Grade Book Operations** -- **Assign/Remove Grade Override**. The page will state which marking period you currently have Grade Override privileges for, e.g., Term 1.
2. A list of the students from this class are shown. Check () the **Override** column for each student in this class that you want to override grades.
3. Click **Submit Changes**. The page will refresh and will state that you can now override the grade for each student you enabled for override.
4. To assign the new grade go to the [Override Past Grade job](#). You may override either the past marking period average or override assignment grades (on the Grade Book menu -- Assign Grades sub menu).

