

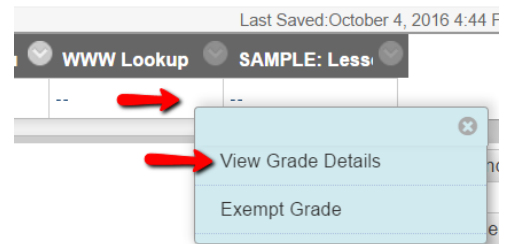


## How do I Manually Override a Grade and Attach Graded Document?

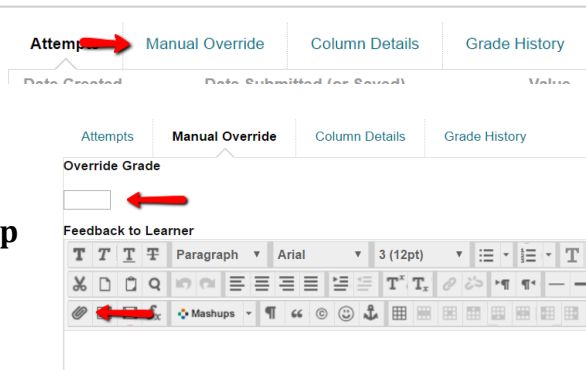
When you want to return a graded assignment to a student by uploading the document to Blackboard, you can manually override the grade in addition to adding the uploaded document to the Grade Center for students to access.

1. First, on the left side of the course homepage under the **Control Panel** drop down menu, click **Grade Center** and then choose **Full Grade Center**.

2. Find the appropriate assignment column, scroll to the student whose assignment you will upload first. If you hover your mouse over the cell for the student's assignment, you will see a **grey down arrow** to click. Then click **View Grade Details**.



3. Click **Manual Override**.



4. Here, you can 1) enter the grade and 2) click the **paper clip icon** to attach the document.

5. Browse document to attach, choose whether or not the document opens in new tab, and submit.

6. Click **Save** on the next screen.

