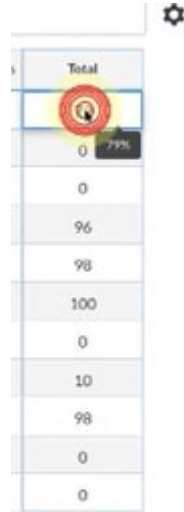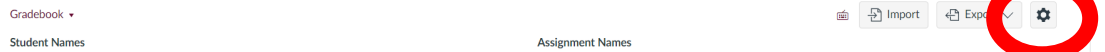## Adjusting Final Course Grades in Canvas Gradebook

Course instructors can adjust students' final course grades manually. For situations where an instructor may want to adjust a student's final grade (perhaps on the bubble for going up a letter grade and the student did extra work), there is a method for bumping up grades.

a. The instructor cannot directly edit the grade in the Total column of the Gradebook.

      i.

b. The Gradebook has a feature to override the final grade. Click on the Settings gear icon on the upper right-hand side of the Gradebook.

      i.

c. In the pop-up screen there should be a third tab called **Advanced**, click on the tab.

      i.

d. There will be a checkbox for the instructor to click called Allow final grade override.

      i.

e. Once back in the Gradebook, the final column on the right-hand side will be Override. The amended final grade for a student can be placed in this column.

Override

i.