Change or Fix Grades

You can edit grades for graded module assets, such as in the case of a data entry error or to reverse a pass or fail grade. Site Managers may delete entered grades and comments. Select the scenario below that applies.

Update a Grade without Changing the Pass or Fail Status

1. Follow the instructions above for grading individuals.
2. Enter the new grade into the **Grade %** field, overwriting the previous entry. The system will warn you if the grade entered is a failing grade.
3. Opt to update the **Comments** field or use the **Create Date** field to overwrite the automatic date stamp.
4. Select **Save** to apply the changes.
5. An alert will warn you of the possble affects of making the change. Confirm the change in alert up by selecting **Continue** to apply the failing grade or **Cancel** to discard the change.

Reverse a Failed Grade

Use the grade screen to pass an individual with a failing grade.

1. Follow the instructions above for grading individuals.
2. Enter the new passing grade into the **Grade %** field, overwriting the previous entry. The passing grade meet or exceed the module's defined passing grade. The system will warn you if the grade entered is a failing grade.
3. Opt to update the **Comments** field or use the **Create Date** field to overwrite the automatic date stamp.

4. Select **Save** to apply the changes.
5. An alert will warn you of the possible affects of making the change. Select **Continue** to pass the individual or **Cancel** to discard the change.



Reversing a failed grade updates associated product completions, certifications, and training pathways/certification sets. The new pass date is the basis for applicable expiry calculations.

Reverse a Passed Grade

Use the grade screen to fail an individual with a failing grade.

1. Follow the instructions above for grading individuals.
2. Enter the new failing grade into the **Grade %** field, overwriting the previous entry. The failing grade must be less than module's defined passing grade. The system will warn you if the grade entered is a failing grade.
3. Opt to update the **Comments** field or use the **Create Date** field to overwrite the automatic date stamp.
4. Select **Save** to apply the changes.
5. An alert will warn you of the possible affects of making the change. Select **Continue** to fail the individual or **Cancel** to discard the change.



Reversing a passed grade also reverses results related to module and product completions, certifications earned, and qualifications for training pathways/certification sets.