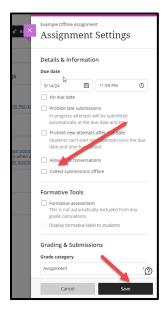


Adding an Offline Assignment that Requires an Override Grade Input

When creating a column for an assignment/assessment that does not require an uploaded component, you need to select **Content Submissions Offline** within the settings panel for that assignment/assessment.



Choose the settings control to access the **<u>Details and Information</u>** section.



Click the <u>Collect Submissions Offline</u> and then Save. This setting cannot be changed once students start submitting uploads if you change your mind. The assignment/assessment would need to be deleted and recreated with the correct settings.

This setting change will allow the instructor to manually enter the grade/points entry without having the visual warning of having a certain number of items to be graded.





Once the override grade has been inputted, choose **Post Grade** to add to the grade book calculations.

* If this is an added assignment with custom calculations in the gradebook, please make sure to add the correct category and points (if applicable), and review the total calculations for accuracy.