1. Access the **Full Grade Center** in the Control Panel under Grade Center

![Diagram of Control Panel and Grade Center](image)

2. In a graded cell click the **dropdown arrow** and then select **View Grade Details**

![Dropdown list with View Grade Details selected](image)
3. In the **Manual Override** tab write your note in the **Grading Notes** text box and click **Save**

4. You can view your grading note under the **Grade History** tab

*Note: Only the Instructor can view grading notes, they are not visible to students*
Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.