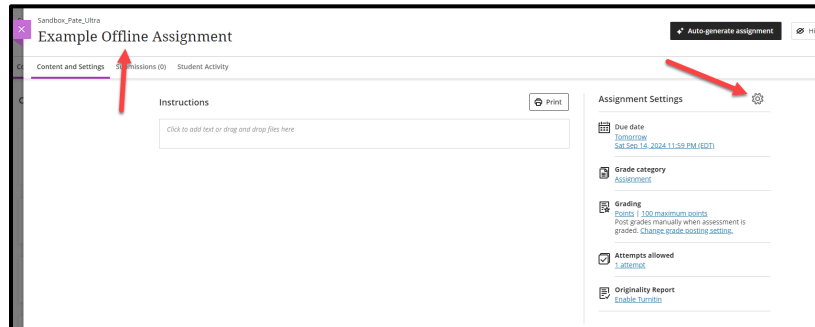


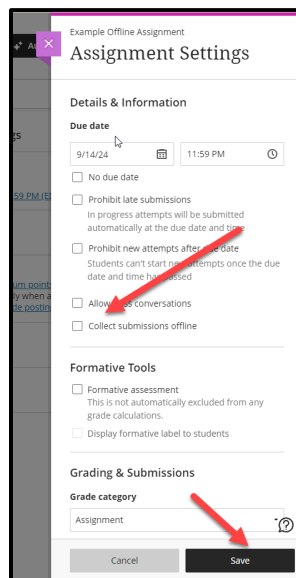


## Adding an Offline Assignment that Requires an Override Grade Input

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 **Details and Information** section.



Click the **Collect Submissions Offline** 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.



The screenshot shows two rows in a grade book interface. The first row is for an "Example Offline Assignment" with a status of "Assignment", a date of "9/14/24, 11:59 PM", and a grade of "Nothing to grade". A red arrow points to the "Nothing to grade" text. The second row is for a student named "Matthew Pate" with a status of "No Submission", a grade of "Nothing to grade", a green "100 / 100" override, and a "Post 1 grade" button. Red arrows point from "Nothing to grade" to the "100 / 100" override, and from the "100 / 100" override to the "Post 1 grade" button.

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