

Grading manually

Sometimes grades aren't able to be automatically calculated by Totara, they may require some manual adjustments for borderline grades.

To manually change a grade:

1. Select the course.
2. Click **Turn editing on**.
3. Click **Grades** from the course administration menu.
4. The grader report displays, click the grade entry and adjust as required.
5. Click **Update**.



You can change the course total mark and the component marks remain unaltered.

Totara Academy



The Totara Academy has a whole course dedicated to using [Grading, completion and certificates](#) in Totara Learn. Here you can learn more on how to use these tools, see best practice, and give it a go yourself.