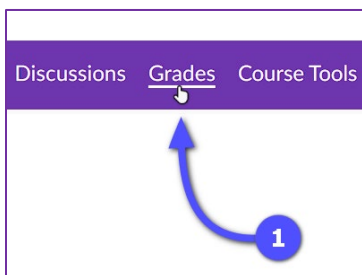# How to override individual grades in a group assignment

The grade entered into the Assignments tool grading panel for any member will be given to all members of the group. To override an individual's grade in a group assignment, use the **Grades** tool to manually adjust the individual's grade in the **Enter Grades** tab.

1. Click **Grades** in the navbar.

2. When on the **Enter Grades** tab, click **Switch to Spreadsheet View** to see text input fields in the grades. (If you see **Switch to Standard View** instead of **Switch to Spreadsheet View**, you are already in **Spreadsheet View**.) Allow the page to refresh.
3. To view members of one group at a time, use the **View By** selector to select **Groups** and click **Apply**. Then select a group to view and click **Apply** again.
4. In the table, locate the assignment's grade column and then enter the individual's adjusted grade.
5. Click **Save** to apply the changes.