

## Change “Points Possible” for Previously Graded Gradebook Item

**Problem:** When you created the Item/Column in the Gradebook, you did not give a value for Points Possible before you entered letter grades. When you try to go back and change the value from 0, all grades display as Fs.

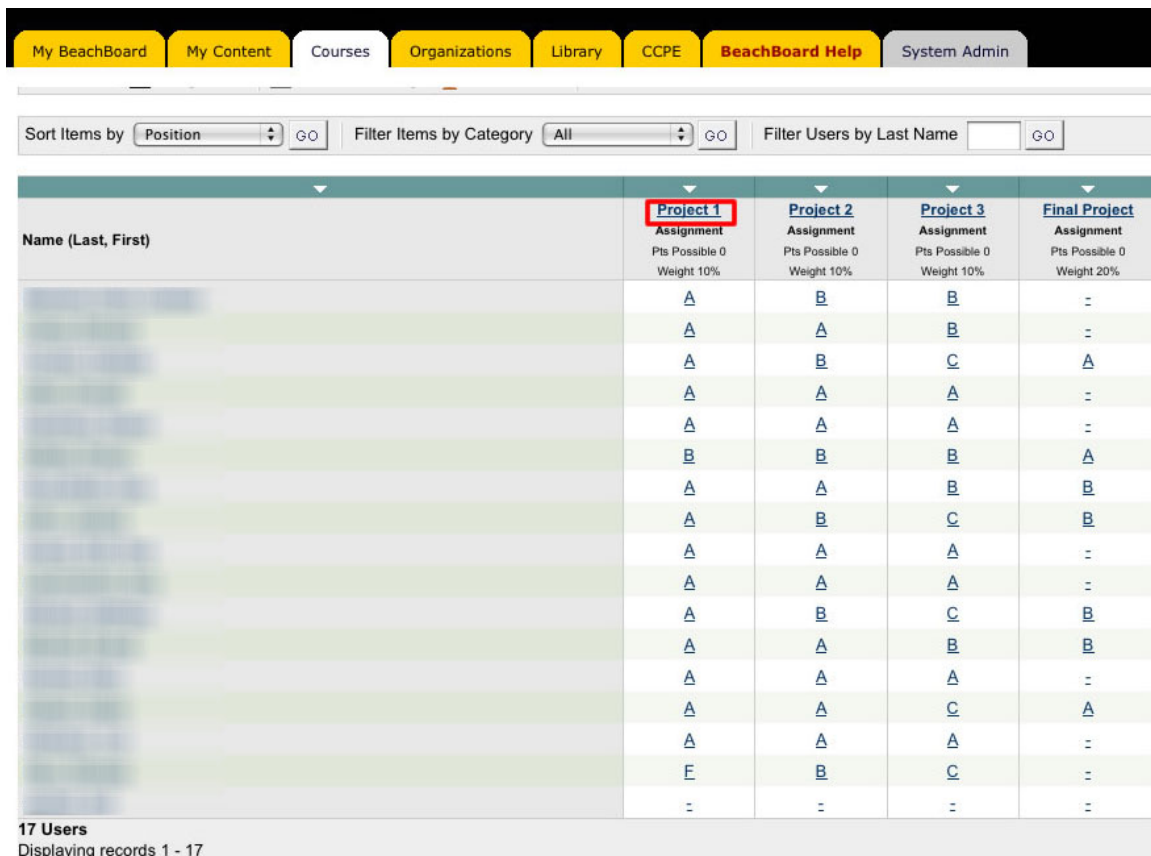
**Solution:** It requires an extra step, but it is possible to correct the Points Possible value and still get the grades to display correctly.

### Best Practices:

- Assign Points Possible before entering Grades.
- Enter numeric grade scores even though display is set up to show as letter grades.

### STEPS:

1. Log in to BeachBoard. Under **My Courses** click on the course in which you wish to change the grades
2. Click on **Control Panel > Gradebook**
3. Click on the **name** of the Gradebook Item you wish to change



The screenshot shows the BeachBoard interface with a navigation bar at the top containing buttons for 'My BeachBoard', 'My Content', 'Courses', 'Organizations', 'Library', 'CCPE', 'BeachBoard Help', and 'System Admin'. Below the navigation bar is a search and filter area with 'Sort Items by Position', 'Filter Items by Category All', and 'Filter Users by Last Name'. The main content is a gradebook table with the following structure:

Name (Last, First)	<b>Project 1</b> Assignment Pts Possible 0 Weight 10%	Project 2 Assignment Pts Possible 0 Weight 10%	Project 3 Assignment Pts Possible 0 Weight 10%	Final Project Assignment Pts Possible 0 Weight 20%
[User Name]	A	B	B	-
[User Name]	A	A	B	-
[User Name]	A	B	C	A
[User Name]	A	A	A	-
[User Name]	A	A	A	-
[User Name]	B	B	B	A
[User Name]	A	A	B	B
[User Name]	A	B	C	B
[User Name]	A	A	A	-
[User Name]	A	A	A	-
[User Name]	A	B	C	B
[User Name]	A	A	B	B
[User Name]	A	A	A	-
[User Name]	A	A	C	A
[User Name]	A	A	A	-
[User Name]	F	B	C	-
[User Name]	-	-	-	-

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4. Click on **Modify Gradebook Item** link



## Modify Gradebook Item

## 1 Item Information

\* Item Name

Category

Description

Creation Date 8/27/09

Due Date

\* Points Possible

Display As

## 2 Options

Select **No** for the first option to make this Gradebook item unavailable in My Grades. Select **No** for the second option to exclude this Gradebook item from summ also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will

- Make item available to users.  Yes  No
- Include item in Gradebook score calculations.  Yes  No

## 3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

Done

5. Change the **Points Possible** and click **Submit > OK**
6. If you have previously entered letter grades manually, all grades will show as **F**.

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Add Item Manage Items Gradebook Settings Weight Grades Download Grades Upload Grades

Sort Items by Position Filter Items by Category All Filter Users by Last Name

Name (Last, First)	Project 1* Assignment Pts Possible 100 Weight 10%	Project 2 Assignment Pts Possible 0 Weight 10%	Project 3 Assignment Pts Possible 0 Weight 10%	Final Project Assignment Pts Possible 0 Weight 20%
	E	B	B	-
	E	A	B	-
	E	B	C	A
	E	A	A	-
	E	A	A	-
	E	B	B	A
	E	A	B	B
	E	B	C	B
	E	A	A	-
	E	A	A	-
	E	B	C	B
	E	A	B	B
	E	A	A	-
	E	A	C	A
	E	A	A	-
	E	B	C	-
	-	-	-	-

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own to the user if the item is available to users. Click on the Current Grade to show details and modify the grade for the particular user. The Manual Grade is the grade entered by hand. The Override can be used to without deleting the manual grade.

Username	Student ID	Due Date	Last Submitted/Modified Date	Current Grade	Manual Grade	Override	
		None	Dec 9, 2009 9:46:02 AM	E	A	A	Modify Comments
		None	Dec 9, 2009 9:46:02 AM	E	A		Modify Comments
		None	Dec 3, 2009 9:30:24 PM	E	A		Modify Comments
		None	Oct 16, 2009 8:40:30 AM	E	A	A	Modify Comments
		None	Oct 16, 2009 9:06:56 AM	E	A		Modify Comments
		None	Dec 9, 2009 9:46:02 AM	E	B		Modify Comments
		None	Dec 4, 2009 5:51:26 AM	E	A		Modify Comments
		None	Dec 4, 2009 10:50:55 AM	E	A		Modify Comments
		None	Oct 16, 2009 8:58:21 AM	E	A		Modify Comments
		None		E		A	
		None	Dec 3, 2009 7:21:51 PM	E	A		Modify Comments
		None	Oct 16, 2009 9:17:30 AM	E	A	A	Modify Comments
		None	Oct 16, 2009 8:49:27 AM	E	A	A	Modify Comments
		None	Oct 16, 2009 9:17:44 AM	E	A		Modify Comments
		None		E		A	
		None	Dec 9, 2009 9:46:02 AM	E	F		Modify Comments
		None		-			

Cancel Submit

- Click on the **name** of the Gradebook Item again and click on **Item Grade List**
- Manually, enter the students' grades in numeric scores in the **Manual Grade** column
- When finished entering grades, click on **Submit > OK**.  
All grades should now display as the correct letter.
- Continue above process for each column you wish to change.