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
4. Click on **Modify Gradebook Item** link
5. Change the **Points Possible** and click **Submit > OK**
6. If you have previously entered letter grades manually, all grades will show as **F**.
7. Click on the name of the Gradebook Item again and click on Item Grade List
8. Manually, enter the students’ grades in numeric scores in the Manual Grade column
9. When finished entering grades, click on Submit > OK.
   All grades should now display as the correct letter.
10. Continue above process for each column you wish to change.