

Change the Total Points on a Grade Item and Update Scores

Updated July 2024

We will review how to fix the Grade Item score and how to update the grades for the students you have already graded when the maximum points set is wrong. Unfortunately, if you change the maximum points for a grade item, it does not correctly update the students' grades. Please note it is **highly recommended** to export a backup of your gradebook before making any changes with gradebook settings or grade items and categories. You can find how to export a backup in our tutorial here: [How to Export the Brightspace Gradebook](#). All images in this tutorial are screenshots of the preceding step(s).

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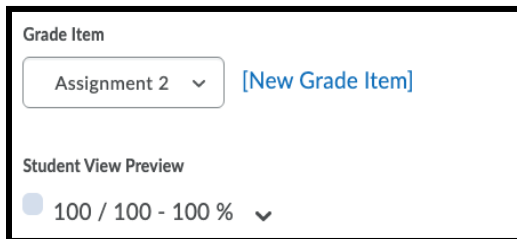
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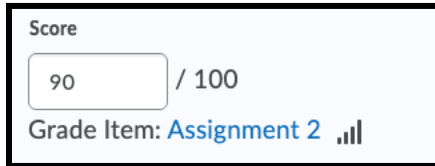
Assignments

Let's say that you have created an Assignment and have set the “**Score Out Of**” to be 100 points.



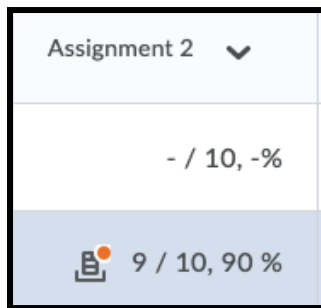
The screenshot shows the 'Grade Item' configuration page in Brightspace. At the top, there is a dropdown menu currently set to 'Assignment 2' and a link '[New Grade Item]'. Below this, there is a section titled 'Student View Preview' which displays a progress bar and the text '100 / 100 - 100 %' with a small downward arrow.

You have begun grading the student submissions by scoring out of 100. For example, you have given one student a 90 out of 100.



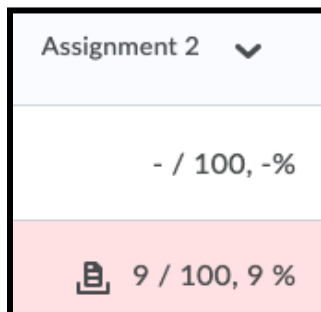
Score
90 / 100
Grade Item: [Assignment 2](#)

However, when you go to the Gradebook, you realize that the Grade Item linked to the Assignment is only worth 10 points. So that 90 out of 100 is converted to a 9 out of 10 in the Gradebook.



Assignment 2 ▼
- / 10, -%
9 / 10, 90 %

You want to fix this because the Grade Item should also be worth 100 points. However, if you change the max points for the Grade Item to 100, it **does not** update the student's grade. Instead of having a 90 out of 100, they would have a 9 out of 100 (because they had a 9 out of 10).

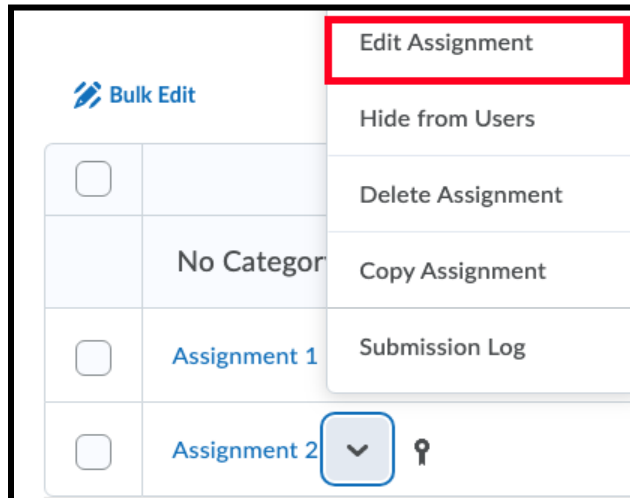


Assignment 2 ▼
- / 100, -%
9 / 100, 9 %

Steps to Fix

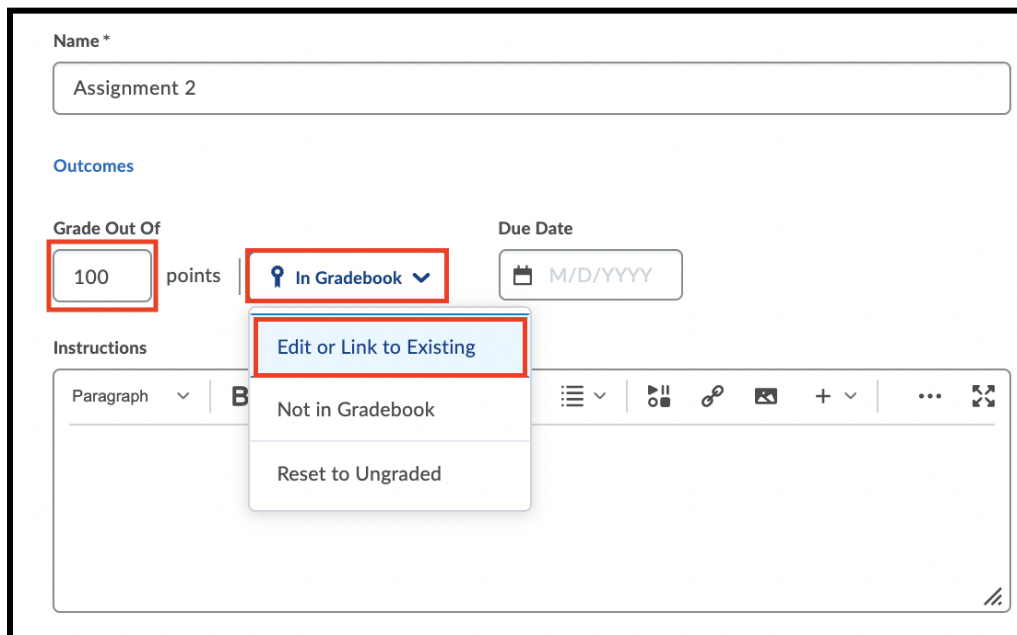
Step 1 Edit Assignment

Go to the Assignments area, select the **dropdown menu** next to the Assignment name, and select **“Edit.”**



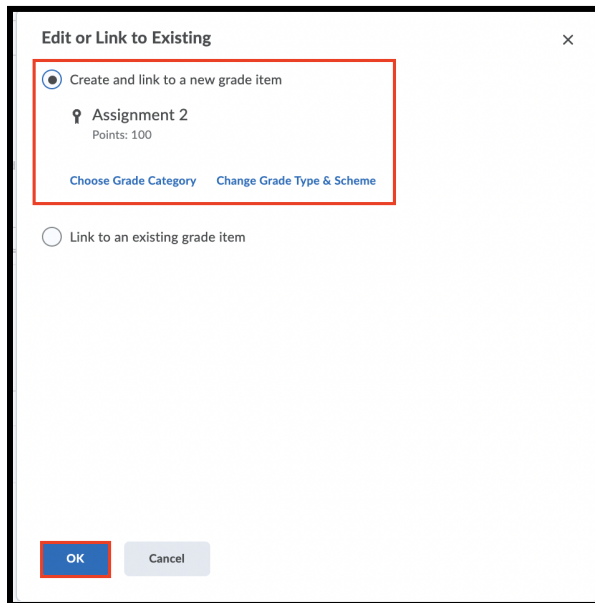
Step 2 Change Points and Grade Item Linked

Change the number of **points** you want the assignment to be out of. Then select **“In Gradebook”** and **“Edit or Link to Existing.”**

A screenshot of the 'Edit Assignment' form. The 'Name' field contains 'Assignment 2'. Under 'Outcomes', the 'Grade Out Of' field is set to '100' (highlighted with a red box) and 'points'. The 'Due Date' field is empty. A dropdown menu for 'In Gradebook' is open, showing options: 'Edit or Link to Existing' (highlighted with a red box), 'Not in Gradebook', and 'Reset to Ungraded'. The 'Instructions' field is empty.

Step 3 Create New Grade Item

Select **“Create and link to a new grade item”** and then **“OK.”**



Step 4 Save and Close

You will now see the new Grade Item linked to the Assignment. Select **“Save and Close.”**



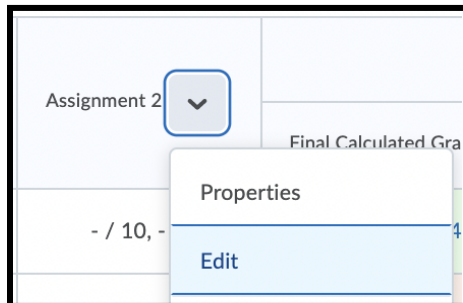
Now when you go to the Gradebook, you will see the new Grade Item with the correct grade(s).

Assignment 2 ▾	Assignment 2 (version 2) ▾
- / 100, -%	- / 100, -%
9 / 100, 9 %	90 / 100, 90 %

Step 5 Edit Grade Item Name

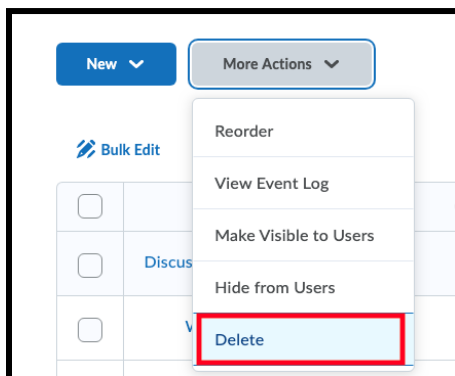
We recommend that you rename one of the grade items something slightly different so you will know which one to delete. This can be done by clicking

the **down arrow** next to the name of the grade item and then **“Edit”** and changing the **“Name.”**



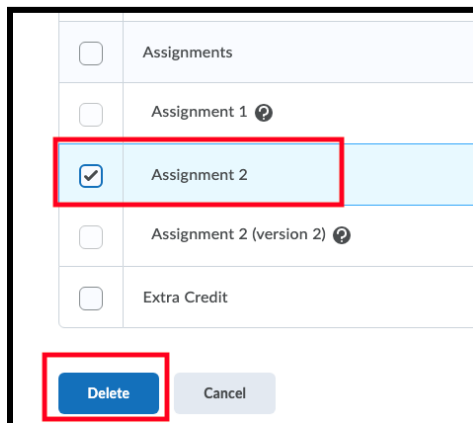
Step 6 Delete Old Grade Item

You will need to delete the old version. Go to the **“Manage Grades”** tab within **“Grades,”** select **“More Actions”** and then **“Delete.”**



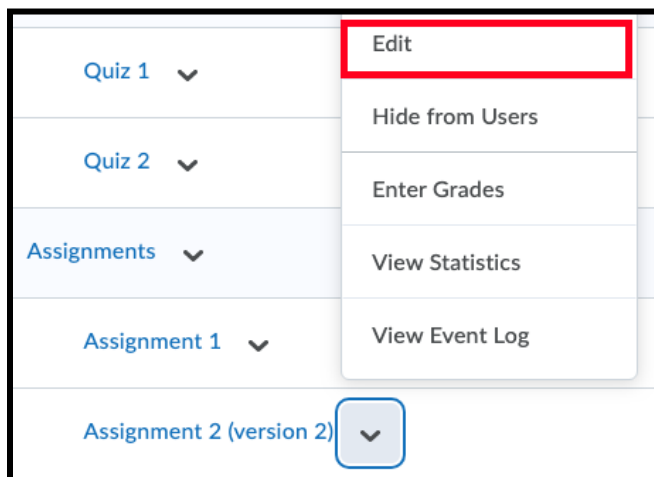
Step 7 Confirm Deletion

Select the **checkbox** next to the **old Grade Item** and select **“Delete.”**



Step 8 Rename New Grade Item (optional)

You can choose to rename the new Grade Item if you want by selecting the **dropdown arrow** next to it and selecting **“Edit.”**



Quizzes

Autograded Quizzes

Let's say that you have an auto graded Quiz that is supposed to be worth 10 points.

Page Name	Type	Points	Diff	Bo
1 Q1. Critical thinking is	MC	1	1	
1 Q2. Which of the followi	MC	1	1	
1 Q3. Which of the followi13	MC	1	1	
1 Q4. In a study of mate p	MC	1	1	
1 Q5. What should be chang 2	MC	1	1	
1 Q6. In developmental psy	MC	1	1	
1 Q7. What do industrial a	MC	1	1	
1 Q8. According to the bio	MC	1	1	
1 Q9. What should be chang 3	MC	1	1	
1 Q10. What was the primary	MC	1	1	
Total		10		

Since all of the questions were multiple choice, Brightspace autograded the students. For example, one student received a 9 out of 10 points on the quiz.

☐ Demo Learner12				
☐	attempt 1	Nov 9, 2020 3:04 PM	9 / 10	☐ 90 %
	overall grade (highest attempt)		9 / 10	☐ 90 %

However, when you go to the Gradebook, you realize that the Grade Item that is linked to the Quiz is only worth 5 points. So that 9 out of 10 points is converted to 4.5 out of 5 points.

Quiz 1 ▾
- / 5, -%
☐ 4.5 / 5, 90 %

You want to fix this because the Grade Item should also be worth 10 points. However, if you change the max points for the Grade Item to 10, it does not update the student's grade. Instead of having a 9 out of 10, they would have a 4.5 out of 10 (because they had a 4.5 out of 5).

Quiz 1 ▾
- / 10, -%
☐ 4.5 / 10, 45 %

Manually Graded Quizzes

Let's say that you have a manually graded Quiz that is supposed to be worth 10 points.

Page Name	Type	Points	Diff	Bonus	Mandatory
1 Q1. What is...	WR	5		1	
1 Q2. How do you...	WR	5		1	
Total		10			

Since all of the questions were written responses, you have to manually grade each question for the students. For example, one student received an 8 out of 10 points on the quiz.

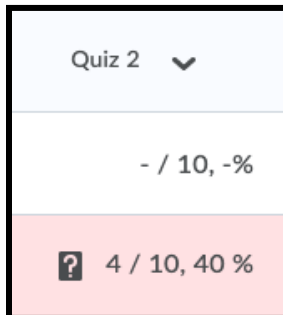
☐	Demo Learner12			
☐	attempt 1	Nov 9, 2020 3:05 PM	8 / 10	80 %
	overall grade (highest attempt)		8 / 10	80 %

However, when you go to the Gradebook, you realize that the Grade Item that is linked to the Quiz is only worth 5 points. So that 8 out of 10 points is converted to 4 out of 5 points.

Quiz 2 ▼
- / 5, -%
4 / 5, 80 %

You want to fix this because the Grade Item should also be worth 10 points. However, if you change the max points for the Grade Item to 10, it does not

update the student's grade. Instead of having an 8 out of 10, they would have a 4 out of 10 (because they had a 4 out of 5).



Quiz 2 ▾

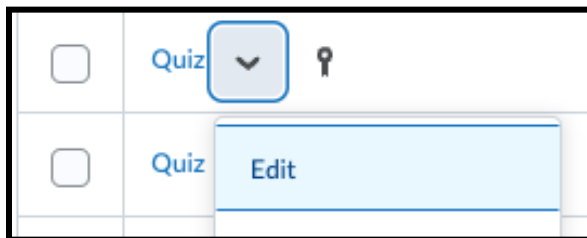
- / 10, -%

? 4 / 10, 40 %

Steps to Fix

Step 1 Edit Quiz

The steps to fix autograded and manually graded quizzes are the same. Go to the Quizzes area, select the **dropdown menu** next to the Quiz, and select **“Edit.”**

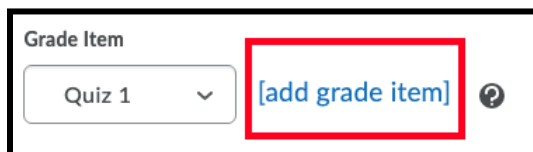


☐	Quiz ▾	🔑
☐	Quiz ▾	

Dropdown menu options: Edit

Step 2 Add a New Grade Item

Go to the **“Assessment”** tab and select **“add grade item.”**

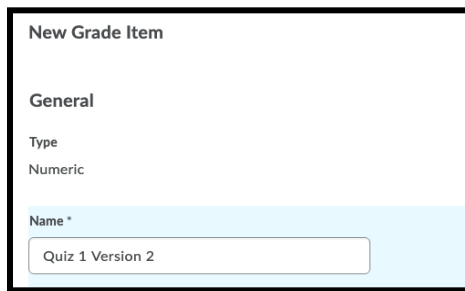


Grade Item

Quiz 1 ▾ [add grade item] ?

Step 3 Give the Grade Item a Name

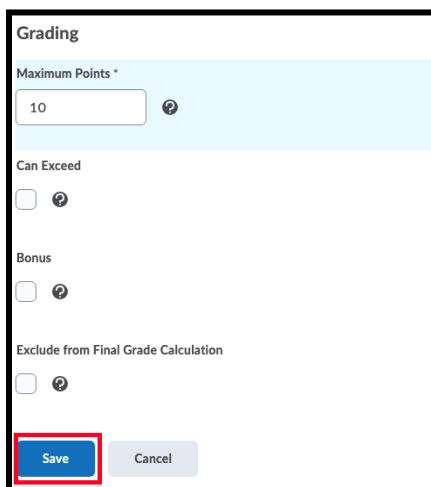
Name it something slightly different than the original so you will know which one to delete later on.



The image shows a 'New Grade Item' form. Under the 'General' section, the 'Type' is set to 'Numeric'. The 'Name' field contains the text 'Quiz 1 Version 2'.

Step 4 Save New Grade Item

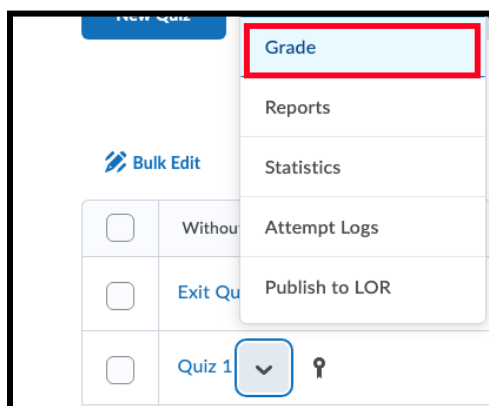
Scroll down to set the maximum points to the correct number and select **“Save.”**



The image shows the 'Grading' section of the form. The 'Maximum Points' field is set to '10'. Below this are three checkboxes: 'Can Exceed', 'Bonus', and 'Exclude from Final Grade Calculation', all of which are currently unchecked. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.

Step 5 Republish Quiz Grades

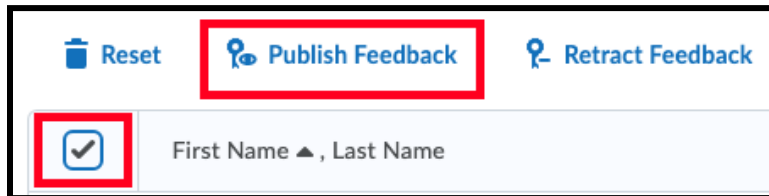
You will need to republish the grades for the students by selecting the **dropdown menu** next to the Quiz and selecting **“Grade.”**



The image shows a table of quizzes. The first row has a checkbox, the text 'Without', and a dropdown menu. The dropdown menu is open, showing options: 'Grade', 'Reports', 'Statistics', 'Attempt Logs', and 'Publish to LOR'. The 'Grade' option is highlighted with a red box. Below the table, there is a 'Bulk Edit' button and a 'Quiz 1' row with a dropdown menu and a key icon.

Step 6 Publish All Feedback

Select the **checkbox at the very top** to highlight all of the students on the page and select **“Publish Feedback.”** You will need to do this for each page (if you have multiple pages) or get all of the students on one page by maxing out the **“per page”** at the bottom of the screen.

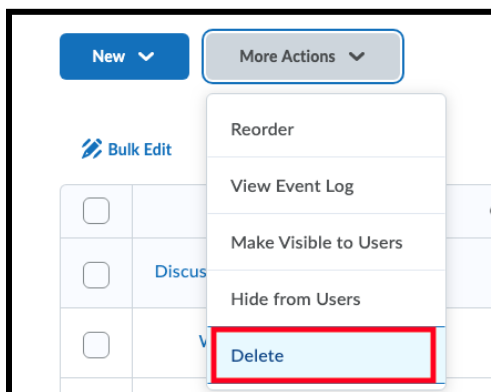


- Now when you go to the Gradebook, you will see the new Grade Item with the correct grade(s).

Quiz 1 ▾	Quiz 1 Version 2 ▾
- / 10, -%	- / 10, -%
4.5 / 10, 45 %	? 9 / 10, 90 %

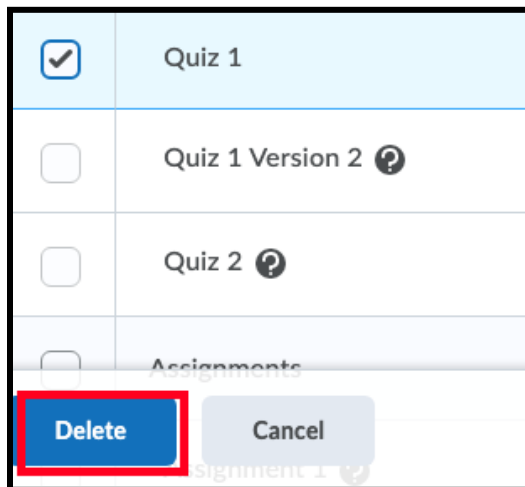
Step 7 Delete Old Grade Item

You will need to delete the old version. Go to the **“Manage Grades”** tab within **“Grades.”** Then select **“More Actions”** and then **“Delete.”**



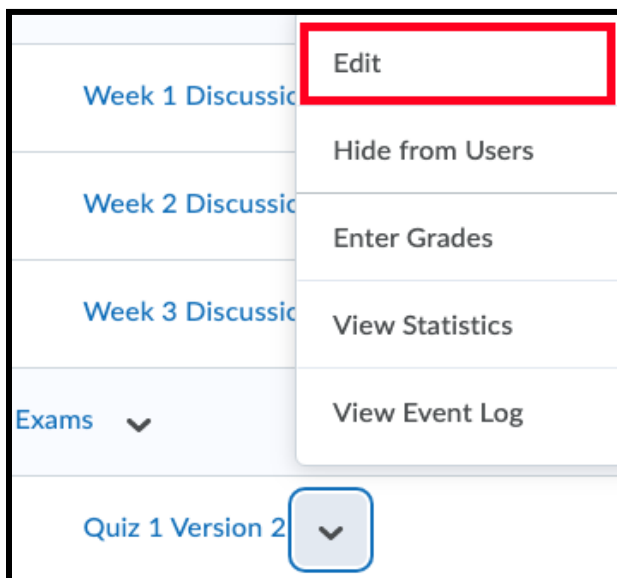
Step 9 Confirm Deletion

Select the **checkbox** next to the **old Grade Item** and select **“Delete.”**



Step 10 Rename New Grade Item (optional)

You can choose to rename the new Grade Item if you want by selecting the **dropdown arrow** next to it and selecting **“Edit.”**



Discussions

Let's say that you have created a Discussion Topic and have set the “**Score Out of**” to be 100 points.

Grade Item

Week 3 Discussion

▼

[\[New Grade Item\]](#) 

Score Out Of

100



You have begun grading the student submissions by scoring out of 100. For example, you have given one student a 95 out of 100.

Demo Learner12	
Topic Score	95 / 100 (95%)

However, when you go to the Gradebook, you realize that the Grade Item linked to the Assignment is only worth 10 points. So that 95 out of 100 is converted to a 9.5 out of 10 in the Gradebook.

Week 3 Discussion

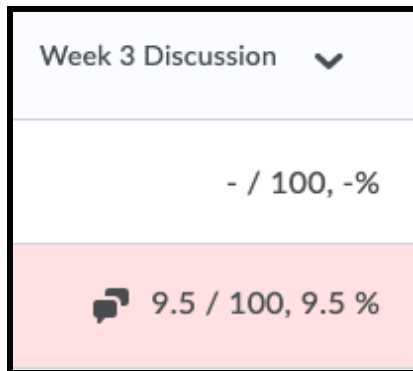
▼

- / 10, -%

 9.5 / 10, 95 %

You want to fix this because the Grade Item should also be worth 100 points. However, if you change the max points for the Grade Item to 100, it does not

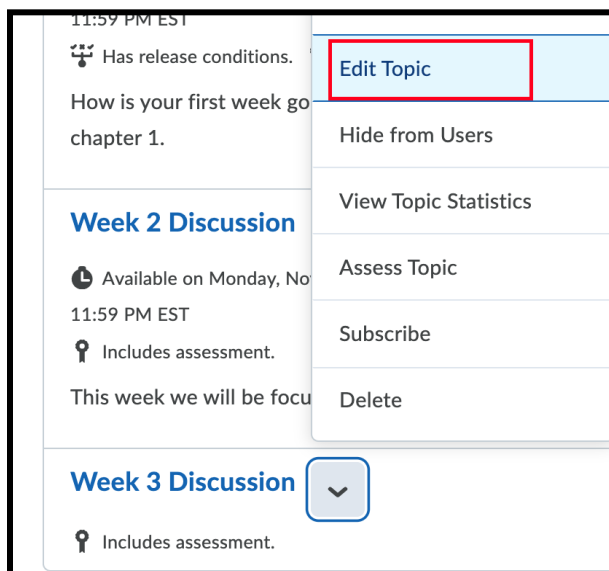
update the student's grade. Instead of having a 95 out of 100, they would have a 9.5 out of 100 (because they had a 9.5 out of 10).



Steps to Fix

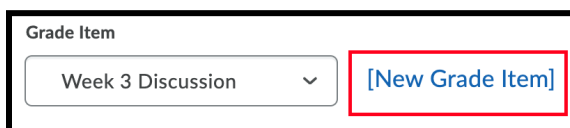
Step 1 Edit Discussion Topic

Go to the Discussions area, select the **dropdown menu** next to the Discussion, and select “**Edit Topic.**”



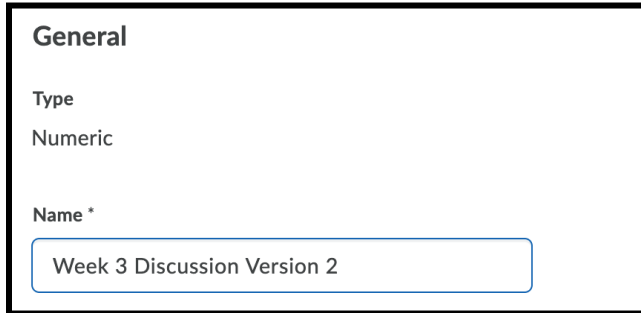
Step 2 Create New Grade Item

Go to the “**Assessment**” tab and select “**New Grade Item.**”



Step 3 Add Different Name for New Grade Item

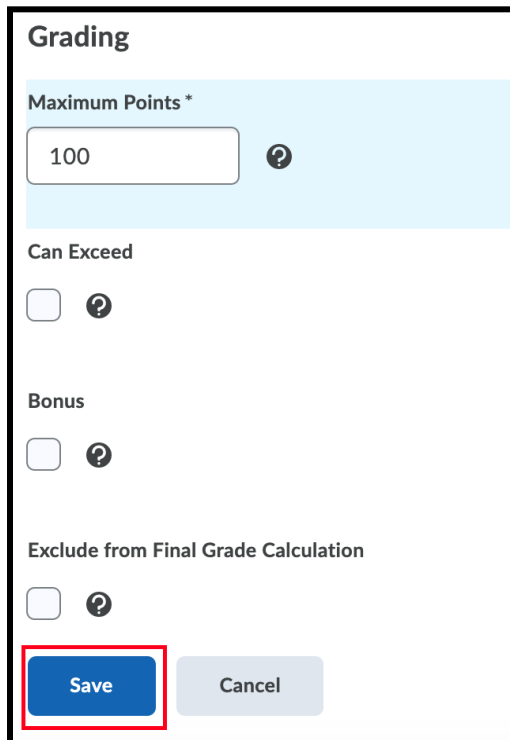
We recommend that you name it something slightly different than the original so you will know which one to delete later on.



The screenshot shows a form titled "General". It has a "Type" dropdown menu set to "Numeric". Below that is a "Name *" text input field containing the text "Week 3 Discussion Version 2".

Step 4 Set New Maximum Points

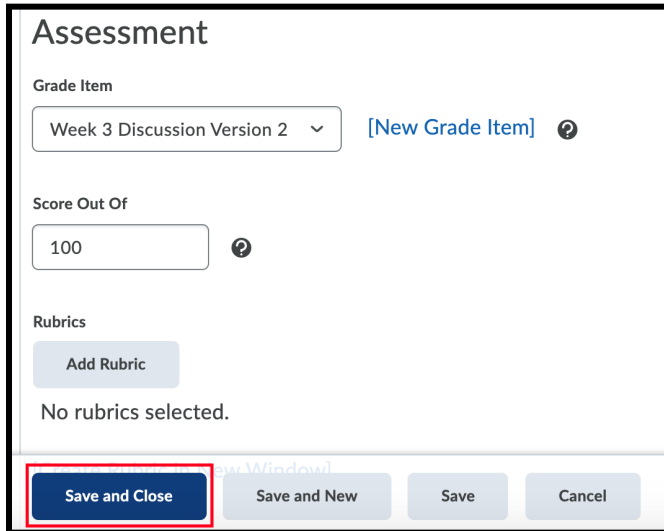
Scroll down, set the new **"Maximum Points,"** and select **"Save."**



The screenshot shows a form titled "Grading". It has a "Maximum Points*" text input field set to "100". Below this are three checkboxes: "Can Exceed", "Bonus", and "Exclude from Final Grade Calculation", all of which are currently unchecked. At the bottom of the form, there are two buttons: "Save" (highlighted with a red box) and "Cancel".

Step 5 Save and Close

You will now see the new Grade Item linked to the Assignment. Select **"Save and Close."**



Assessment

Grade Item
Week 3 Discussion Version 2 [New Grade Item] ?

Score Out Of
100 ?

Rubrics
Add Rubric
No rubrics selected.

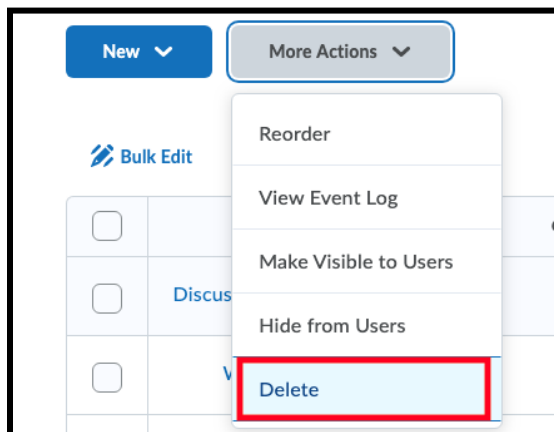
Save and Close Save and New Save Cancel

- Now when you go to the Gradebook, you will see the new Grade Item with the correct grade(s).

Week 3 Discussion	Week 3 Discussion Version 2
- / 100, -%	- / 100, -%
9.5 / 100, 9.5 %	95 / 100, 95 %

Step 6 Delete Old Grade Item

You will need to delete the old version. Go to the “**Manage Grades**” tab within “**Grades.**” Then select “**More Actions**” and then “**Delete.**”



New More Actions

Bulk Edit

Reorder
View Event Log
Make Visible to Users
Hide from Users
Delete

Step 7 Confirm Deletion

Select the **checkbox** next to the **old Grade Item** and select “**Delete.**”

☒	Week 3 Discussion
☐	Week 3 Discussion Version 2 ?
☐	Exams

Delete

Cancel ?

Step 8 Rename New Grade Item (optional)

You can choose to rename the new Grade Item if you want by selecting the **dropdown arrow** next to it and selecting “**Edit.**”

	Edit
	Hide from Users
	Enter Grades
	View Statistics
	View Event Log
Discussions ▼	
Week 1 Discussion ▼	
Week 2 Discussion ▼	
Week 3 Discussion Version 2 ▼	