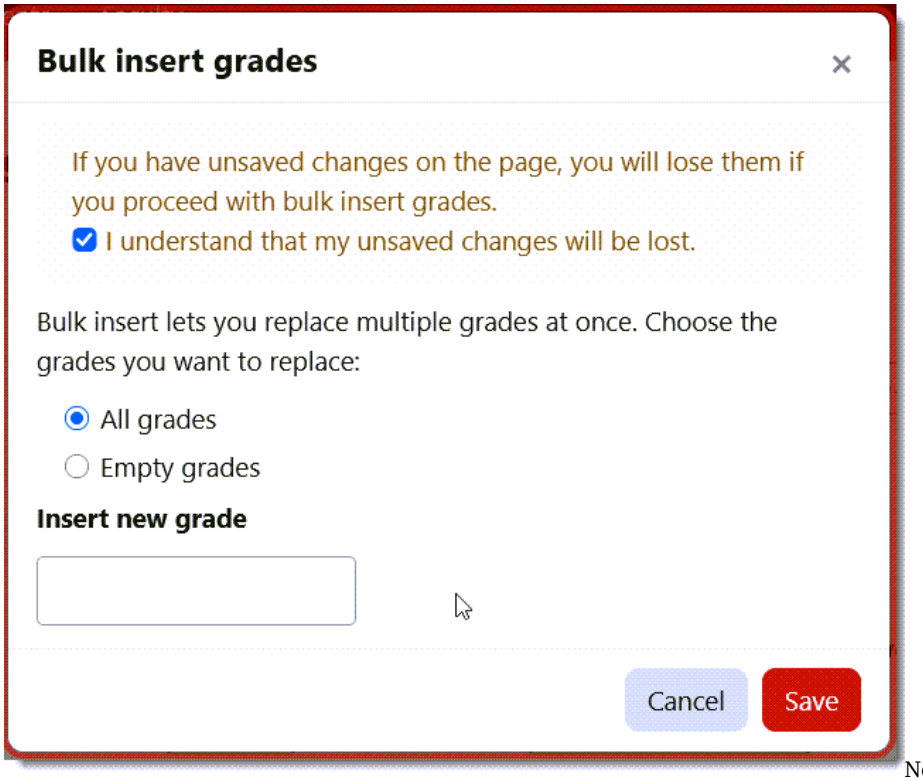
Faculty: Correct Total Points After Grades Entered

Hart Wilson - 2026-11-20 - Comments (0) - Faculty

When you've already entered grades for an item (other than an assignment) and then realize that the total possible is incorrect, here's how to fix it!

(**Note**: One exception to this process is Attendance. Once you've taken attendance, you cannot update the total possible points. Contact CATL for options.)

1. Make a list of the grades you've already entered (export your gradebook with just that item selected or take a screenshot or however it makes sense to you).
2. From the gradebook options, choose **Single view**, then switch from **Select user** to **Select item** and select the offending item.
3. Open the **Actions** menu and select **Override all**. (Be sure editing is turned on -- ask me how I know!)
4. Open the **Actions** menu again and select **Bulk insert grades**.
5. Check the box to confirm data will be lost.
6. Check the box for **All grades**.
7. Delete the 0 from the **Insert new grade** field and leave it blank.
8. Save.



Now you can reset the number of points possible and re-enter grades as you normally would record them.