

These instructions assume you have already logged in to D2L and entered the course in which you wish to work.

1. Click **Grades** from the course navbar.
2. Select **Manage Grades** from the mini-navbar.
3. In the list of grade items, locate the one for which you wish to change the maximum points.
4. Click the action arrow next to the grade item you wish to modify.
5. Select **Edit** from the dropdown menu.
6. In the **Properties** tab that opens:
  - a. Change the numeric value in the box below "Maximum Points."
  - b. Click the "Save" button.



*If the grade item you have modified is linked to a quiz students have already taken, you must also:*

1. Clear all the existing grades for the grade item.
2. Resend the quiz grades.

#### **Clearing all grades for a grade item**

1. Click on **Grades > Manage Grades** from the navbar.
2. Locate the grade item you want to clear and click the action arrow next to it and select **Enter Grades** from the dropdown list.
3. Click the empty box in the top left column of the grade table to select all student names in the roster. **Note:** If there are more than 20 students in the course, scroll to the bottom of the page and select 200 per page the box in the lower right corner to ensure you select the entire student roster.
4. Click the **Clear Grades** icon over the name column.
5. In the Confirmation window that appears, click **Yes** and **Save**.

#### **Resending quiz grades to grades**

1. Click on **Assessments > Quizzes** in the navbar.
2. In the quiz list, locate the one for which you wish to send grades to the gradebook.
3. Click the action arrow next to the quiz name and select **Grade** from the dropdown menu.
4. From the **Grade Quiz** page that opens, scroll to the bottom of the page and choose **200 per page** option.
5. Check the box in the upper left corner of the grade table to select all students in the course.
  - a. Click the **Publish** icon () in the upper right column.
  - b. Click **save**.
  - c. Click the **Publish** icon () again.
  - d. Click **Save** again.
  - e. If there are more than 200 student in the course, **repeat steps 5a-5d** for each page of users.