

How to Set Extra Credit

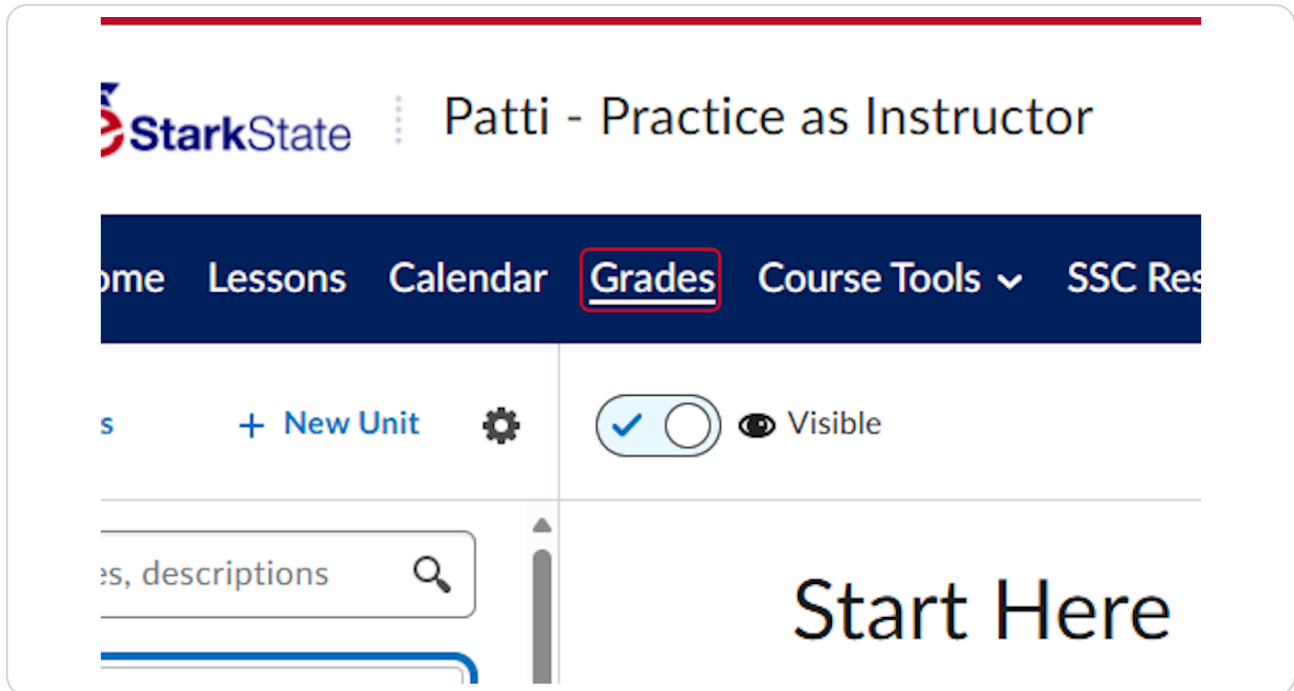
This tutorial will show you how to set extra credit in the grade book for any assessment. When you add an extra credit assignment, you will put in the total amount of extra credit points. Then you must go to the grade book and set it as a bonus assessment.

9 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
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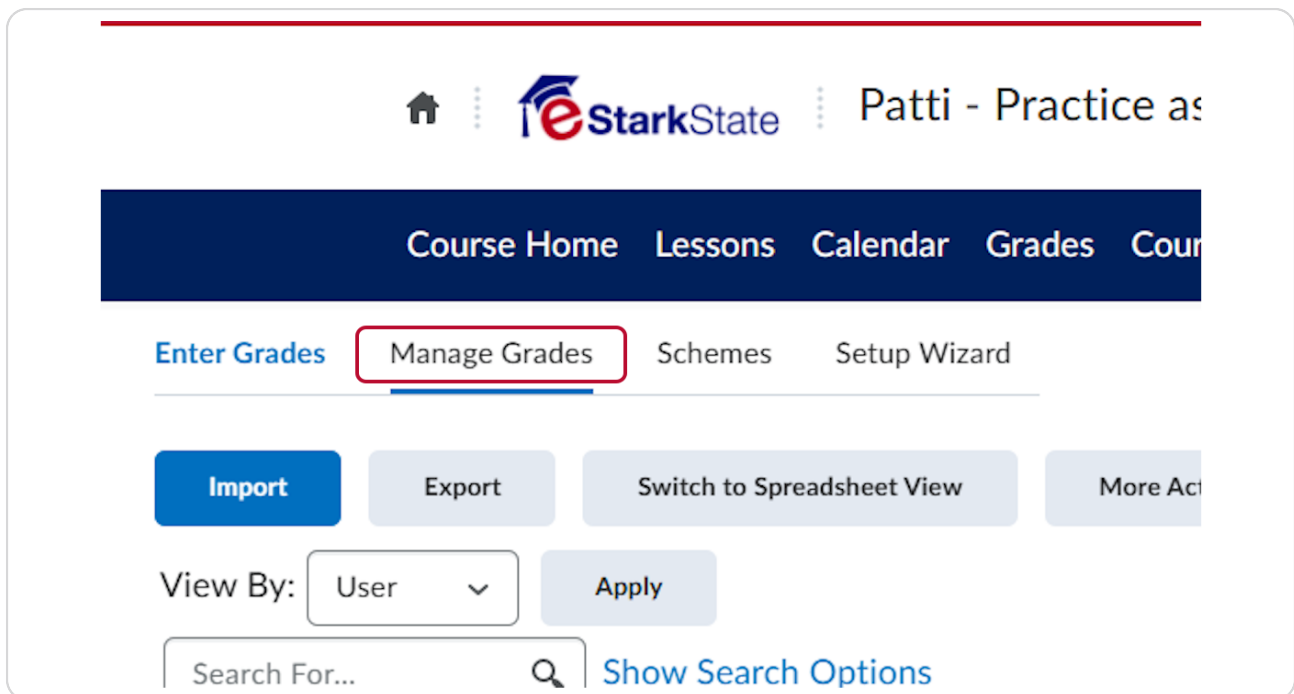
STEP 1

Click on Grades



STEP 2


Click on Manage Grades



The screenshot displays the eStarkState user interface. At the top, there is a navigation bar with a home icon, the eStarkState logo, and the text 'Patti - Practice as'. Below this is a dark blue menu bar with the following options: 'Course Home', 'Lessons', 'Calendar', 'Grades', and 'Course'. Under the 'Grades' menu, there is a sub-menu with the following options: 'Enter Grades', 'Manage Grades' (which is highlighted with a red box), 'Schemes', and 'Setup Wizard'. Below the sub-menu, there are four buttons: 'Import' (blue), 'Export' (light blue), 'Switch to Spreadsheet View' (light blue), and 'More Actions' (light blue). Below these buttons, there is a 'View By:' section with a dropdown menu showing 'User' and a downward arrow, followed by an 'Apply' button. At the bottom, there is a search bar with the text 'Search For...' and a magnifying glass icon, followed by a link that says 'Show Search Options'.

STEP 3

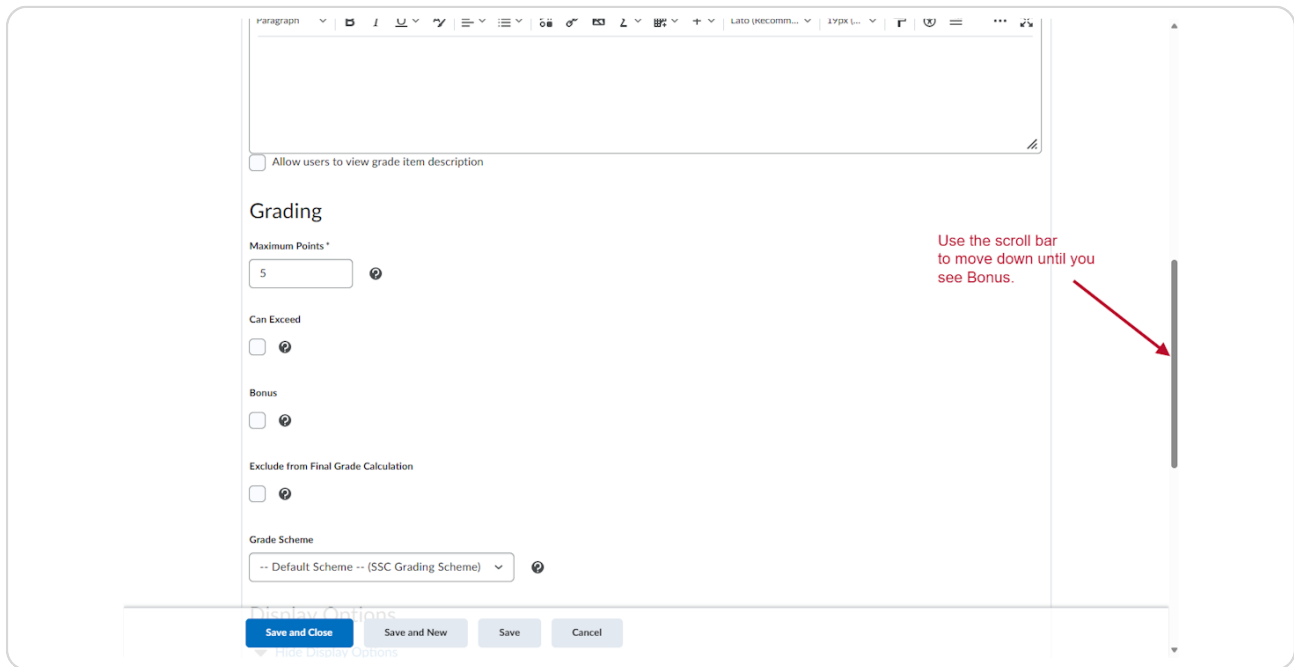
Click on the assessment you want to make extra credit. For this example, we used Week 3 - Extra Credit

 Bulk Edit

<input type="checkbox"/>	Grade Item
<input type="checkbox"/>	Total Letter Grade ▼
<input type="checkbox"/>	Week 3 - Extra Credit ▼
<input type="checkbox"/>	MC and Essay quiz ▼
<input type="checkbox"/>	Week 2 Quiz ▼

STEP 4

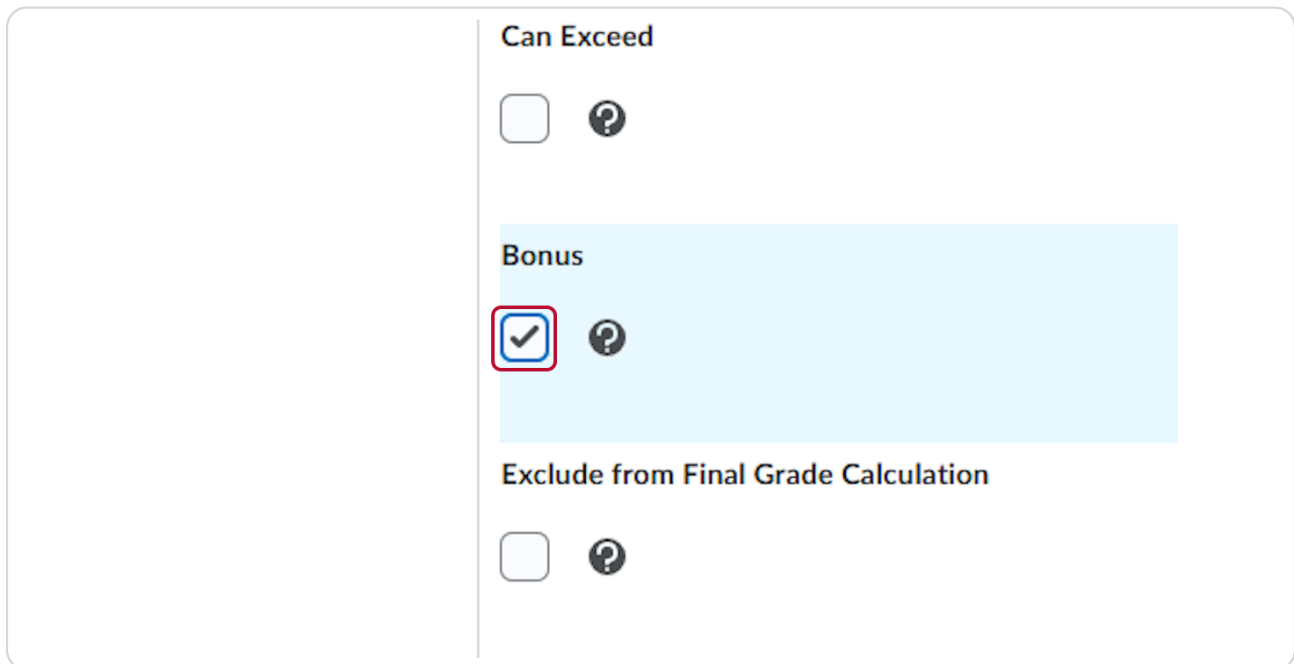
Click on Grading



The screenshot shows a web interface for setting grading options. At the top is a rich text editor. Below it is a checkbox labeled "Allow users to view grade item description". The "Grading" section contains a "Maximum Points" input field with the value "5", a "Can Exceed" checkbox, a "Bonus" checkbox, an "Exclude from Final Grade Calculation" checkbox, and a "Grade Scheme" dropdown menu set to "-- Default Scheme -- (SSC Grading Scheme)". At the bottom are buttons for "Save and Close", "Save and New", "Save", and "Cancel". A red arrow points to the vertical scroll bar on the right side of the form, with the text "Use the scroll bar to move down until you see Bonus." written next to it.

STEP 5

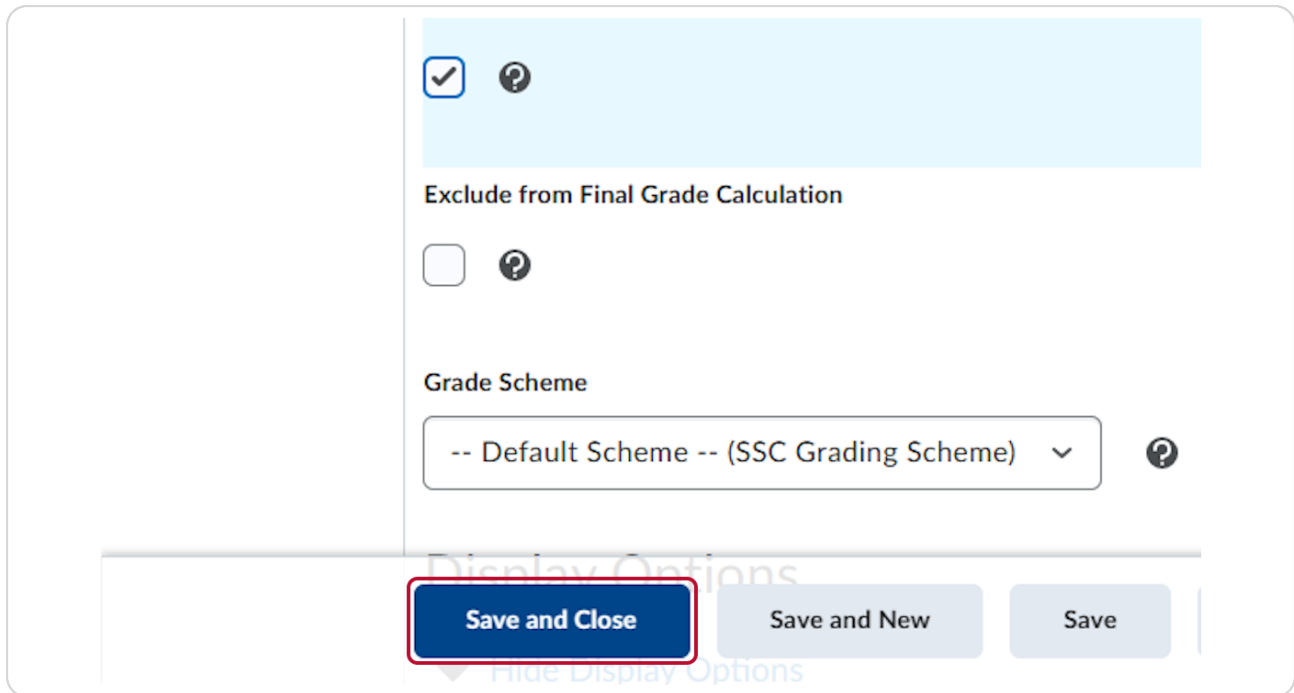
Check Bonus



This is a close-up view of the "Can Exceed", "Bonus", and "Exclude from Final Grade Calculation" sections of the form. The "Can Exceed" checkbox is unchecked. The "Bonus" checkbox is checked, indicated by a blue checkmark inside the box and a red square highlight around it. The "Exclude from Final Grade Calculation" checkbox is unchecked.

STEP 6

Click on Save and Close



The screenshot shows a form interface with a light blue header bar. Below the header, there is a section titled "Exclude from Final Grade Calculation" with a checkbox that is checked and a help icon. Below this, there is a section titled "Grade Scheme" with a dropdown menu showing "-- Default Scheme -- (SSC Grading Scheme)" and a help icon. At the bottom of the form, there are three buttons: "Save and Close" (highlighted with a red border), "Save and New", and "Save". A faint watermark "Display Options" and "Hide Display Options" is visible across the bottom of the form.

☒ ?

Exclude from Final Grade Calculation

☐ ?

Grade Scheme

-- Default Scheme -- (SSC Grading Scheme) ?

Save and Close Save and New Save

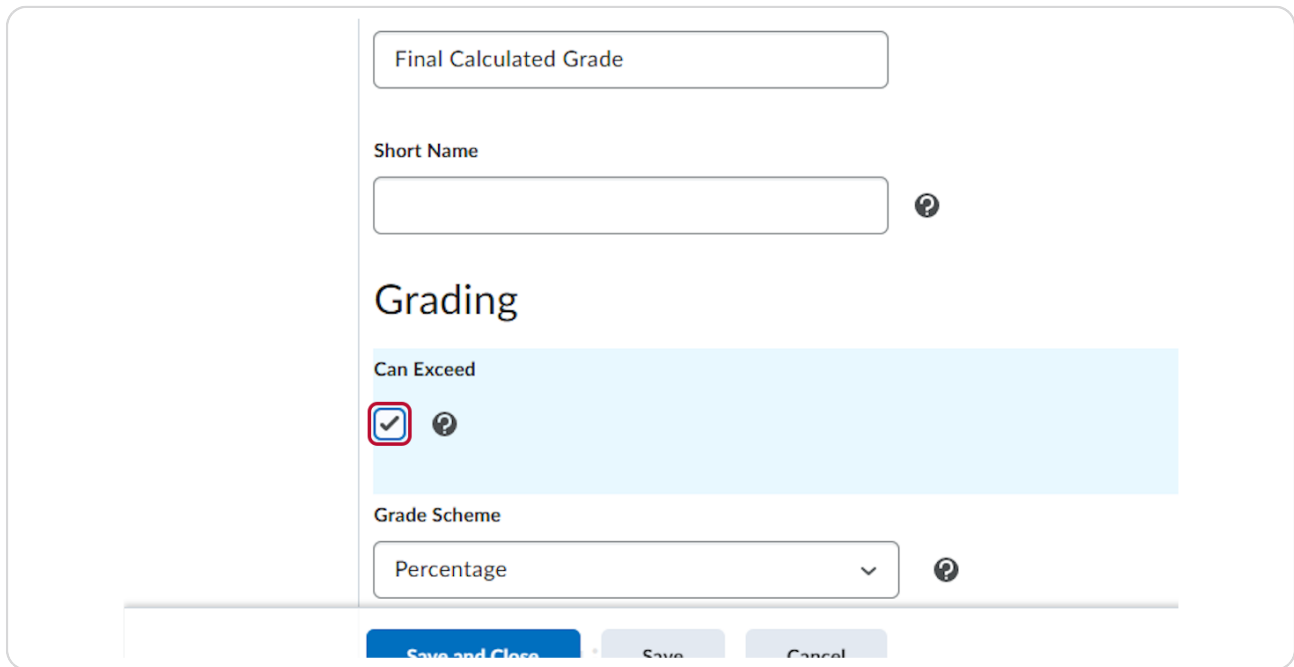
STEP 7

Because you have extra credit, you will need to update any Letter Grade column you added and/or the Final Calculated Grade. Click on Final Calculated Grade at the bottom of your grade book.

<input type="checkbox"/>	Test Your Memory ▼
<input type="checkbox"/>	How Well Do You Study ▼
<input type="checkbox"/>	Week 5 Quiz ▼
<input type="checkbox"/>	Final Calculated Grade ▼
<input type="checkbox"/>	Final Adjusted Grade ▼

STEP 8

Check Can Exceed



Final Calculated Grade

Short Name

Grading

Can Exceed

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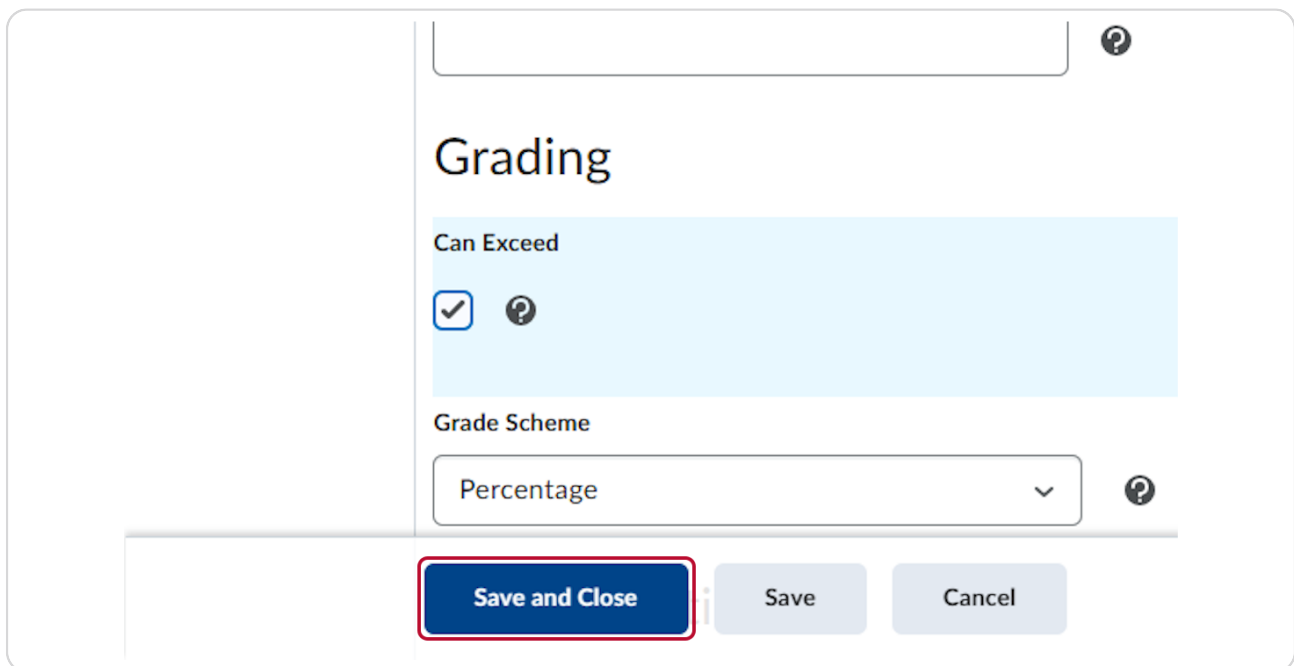
Grade Scheme

Percentage

Save and Close Save Cancel

STEP 9

Click on Save and Close



Grading

Can Exceed

☒ ?

Grade Scheme

Percentage

Save and Close Save Cancel

