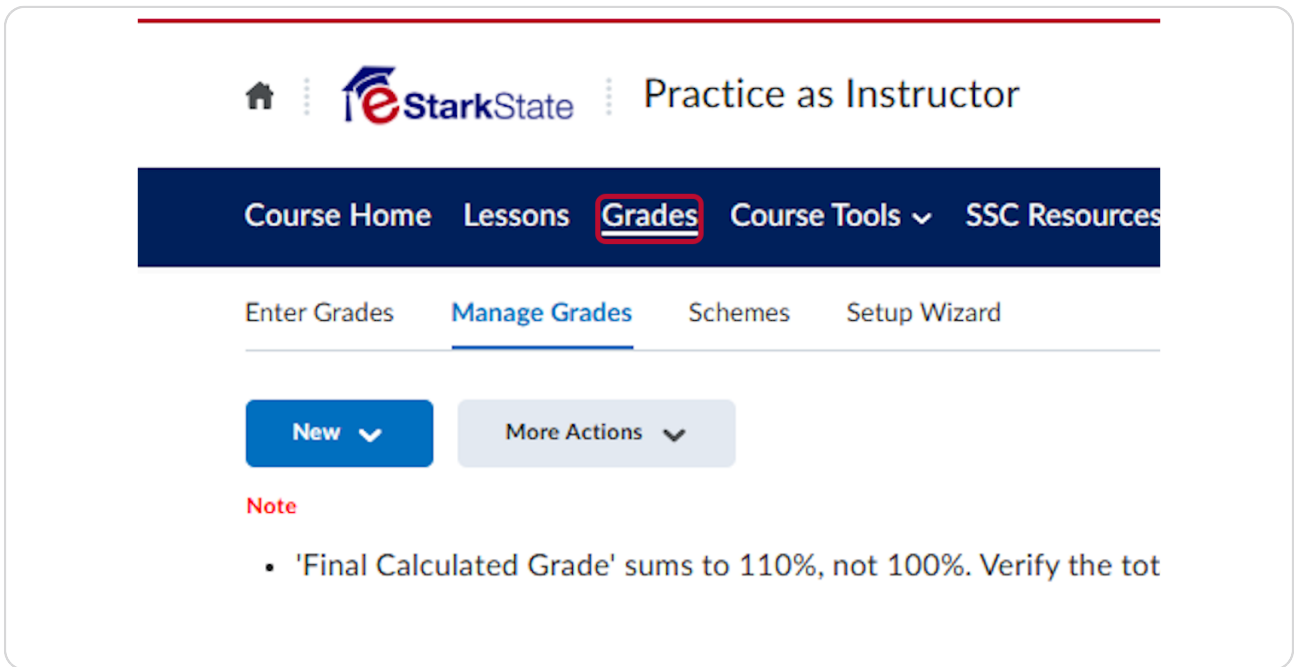


STEP 1

Click on Grades



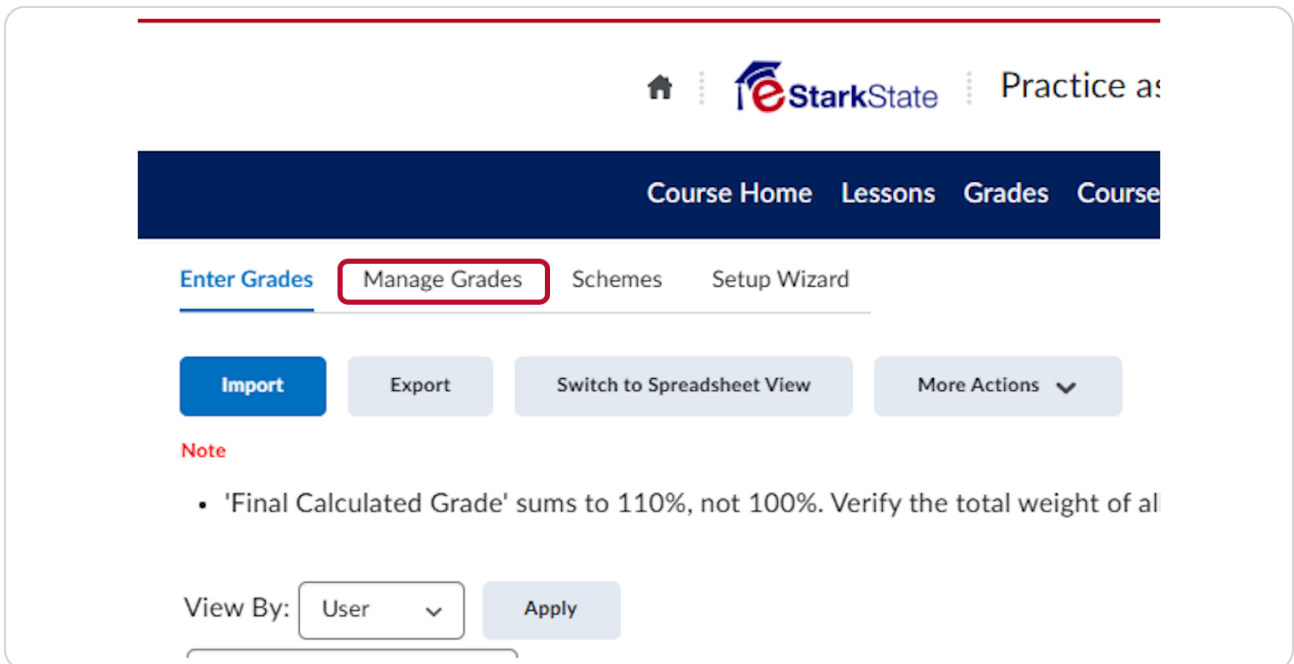
The screenshot shows the eStarkState interface for 'Practice as Instructor'. The top navigation bar includes 'Course Home', 'Lessons', 'Grades' (highlighted with a red box), 'Course Tools', and 'SSC Resources'. Below this, a sub-navigation bar contains 'Enter Grades', 'Manage Grades' (underlined), 'Schemes', and 'Setup Wizard'. There are two buttons: 'New' and 'More Actions'. A red 'Note' is displayed below the buttons.

Note

- 'Final Calculated Grade' sums to 110%, not 100%. Verify the tot

STEP 2

Click on Manage Grades



The screenshot shows the eStarkState interface for 'Practice as Instructor'. The top navigation bar includes 'Course Home', 'Lessons', 'Grades', and 'Course'. Below this, a sub-navigation bar contains 'Enter Grades', 'Manage Grades' (highlighted with a red box), 'Schemes', and 'Setup Wizard'. There are four buttons: 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions'. A red 'Note' is displayed below the buttons.

Note

- 'Final Calculated Grade' sums to 110%, not 100%. Verify the total weight of al

View By:

STEP 3

Click on the Assessment you want to set as extra credit

☐	
☐	Quiz 4 ▼
☐	Quiz 5 ▼
☐	Bonus Citation Quiz ▼
☐	Final Calculated Grade ▼
☐	Final Adjusted Grade ▼

STEP 4

Click on Edit

☐	Essay 2 Test ▼	Numeric	E
☐	Reading Quizzes ▼		
☐	Quiz 1 ▼	Numeric	C
☐	Quiz 2 ▼	Numeric	C
☐	Quiz 3 ▼	Numeric	C
☐	Quiz 4 ▼	Numeric	C
☐	Quiz 5 ▼	Numeric	C

Edit

Hide from Users

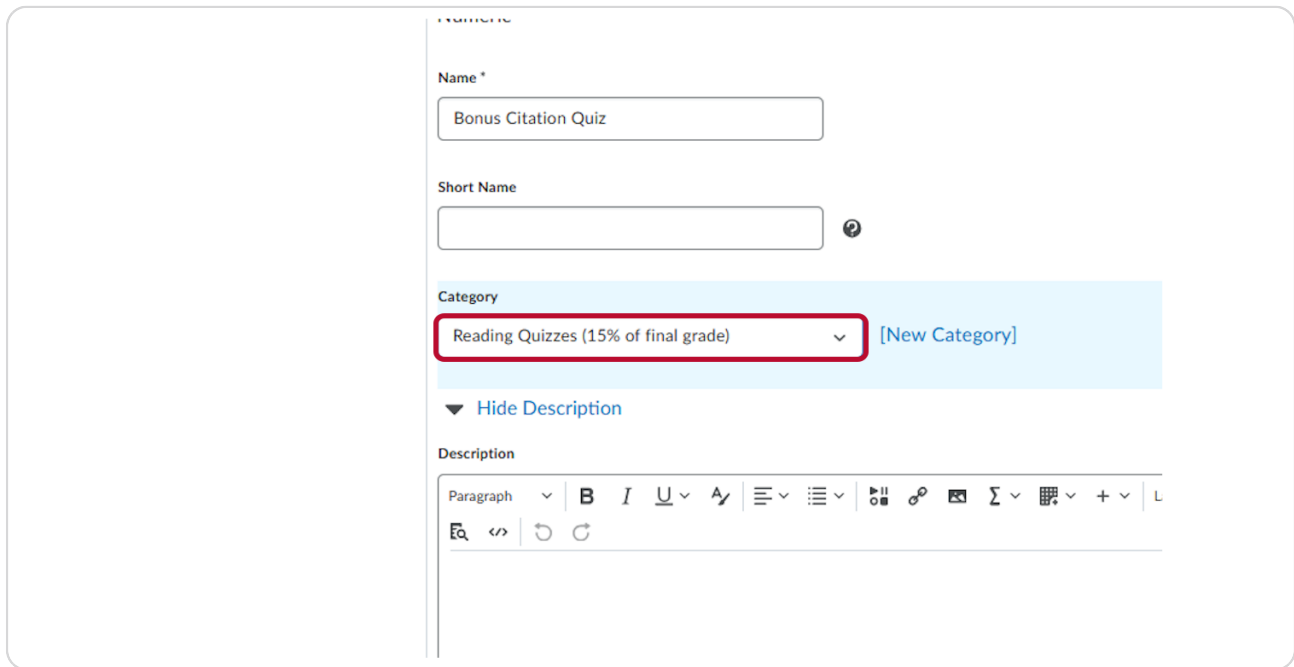
Enter Grades

View Statistics

View Event Log

STEP 5

Select the Category it should be in

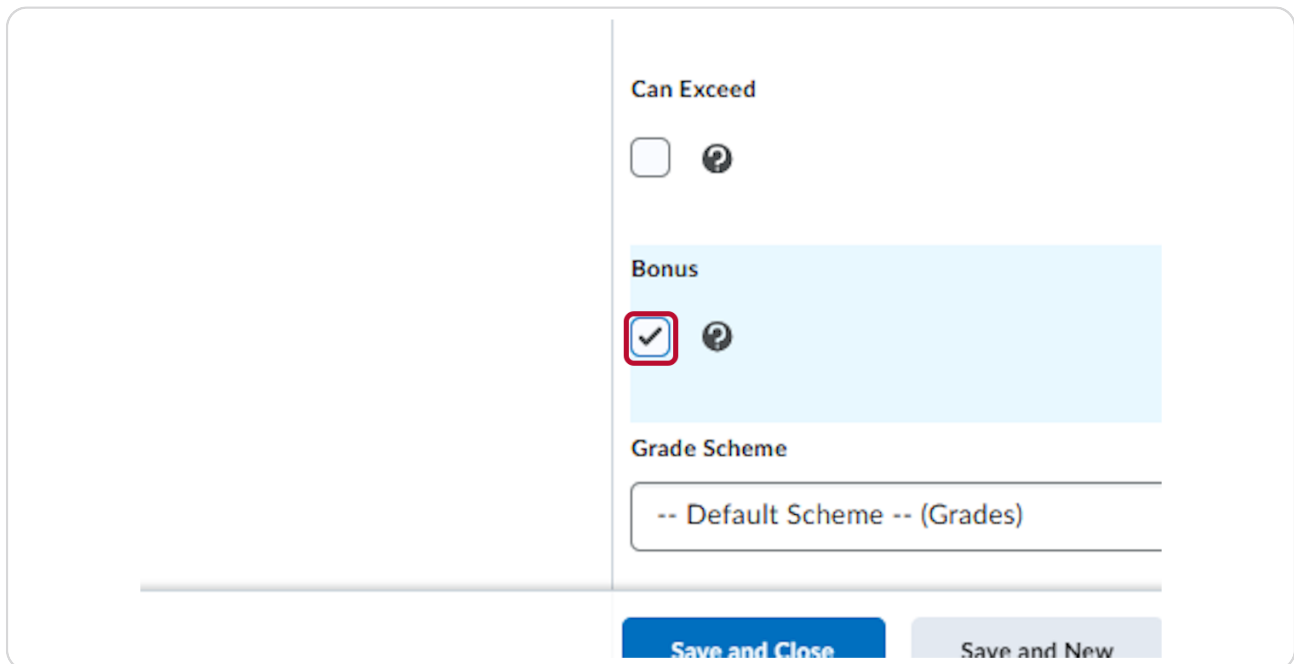


The screenshot shows a form titled "Name" with the following fields:

- Name ***: A text input field containing "Bonus Citation Quiz".
- Short Name**: An empty text input field with a help icon.
- Category**: A dropdown menu with "Reading Quizzes (15% of final grade)" selected. A red box highlights the dropdown. A "[New Category]" link is visible to the right.
- Hide Description**: A blue link with a downward arrow.
- Description**: A rich text editor with a toolbar containing various formatting options (Paragraph, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, etc.).

STEP 6

Check on Bonus



The screenshot shows a form with the following sections:

- Can Exceed**: A checkbox that is unchecked, with a help icon.
- Bonus**: A checkbox that is checked, with a help icon. A red box highlights the checked checkbox.
- Grade Scheme**: A dropdown menu with "-- Default Scheme -- (Grades)" selected.
- Buttons**: Two buttons at the bottom: "Save and Close" (blue) and "Save and New" (grey).

STEP 7

Type the Weight of the Assignment

Grading

Maximum Points *

10

?

Weight *

1

?

Can Exceed

☐

?

Bonus

☒

?

STEP 8

Click on Save and Close

▼ Hide Description

Description

Paragraph ▼

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☐ Allow users to view grade item description

Save and Close

Save and New

Save

STEP 9

Click on the V for the Category the Extra Credit is in

☐	Final Research Essay ▾
☐	Final Research Project ▾
☐	Essay 2 Test ▾
☐	Reading Quizzes ▾
☐	Quiz 1 ▾
☐	Quiz 2 ▾
☐	Quiz 3 ▾

STEP 10

Click on Edit

☐	Final Research Project ▾	Numeric
☐	Essay 2 Test ▾	Numeric
☐	Reading Quizzes ▾	
☐	Quiz 1 ▾	Numeric
☐	Quiz 2 ▾	Numeric
☐	Quiz 3 ▾	Numeric
☐	Quiz 4 ▾	Numeric

Edit

Hide from Users

Enter Grades

View Statistics

View Event Log

STEP 11

Check Allow category grade to exceed category weight

[Show Description](#)

Grading

Weight

☒ Allow category grade to exceed category weight

Distribution

☐ Manually assign weight to items in the category

☐ Distribute weights by points across all items in the category

☒ Distribute weight evenly across all items

STEP 12

Click on Save and Close

☒ Allow category grade to exceed category weight

Distribution

☐ Manually assign weight to items in the category

☐ Distribute weights by points across all items in the category

☒ Distribute weight evenly across all items

Number of highest non-bonus item

Number of lowest non-bonus item

Display Options

Save and Close

Save and New

Save

STEP 13

Click on V for Final Calculated Grade

☐	Quiz 4 ▾
☐	Quiz 5 ▾
☐	Bonus Citation Quiz ▾ ★
☐	Final Calculated Grade ▾
☐	Final Adjusted Grade ▾

Saved successfully

STEP 14

Click on Edit

☐	Quiz 1 ▾	Numeric	Qui
☐	Quiz 2 ▾	Numeric	Qui
☐	Quiz 3 ▾	Numeric	Qui
☐	Quiz 4 ▾	Numeric	Qui
☐	Quiz 5 ▾	Numeric	Qui
☐	Bonus Citation Quiz ▾	Numeric	
☐	Final Calculated Grade ▾		

Edit

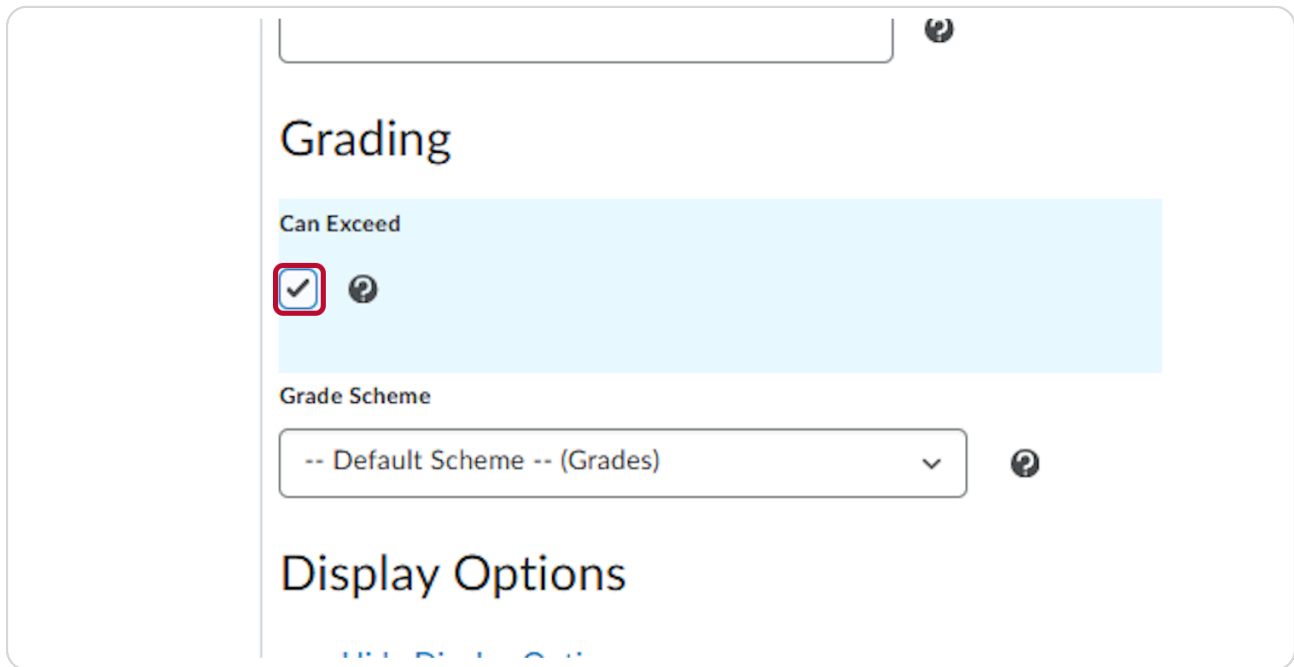
Enter Grades

View Statistics

View Event Log

STEP 15

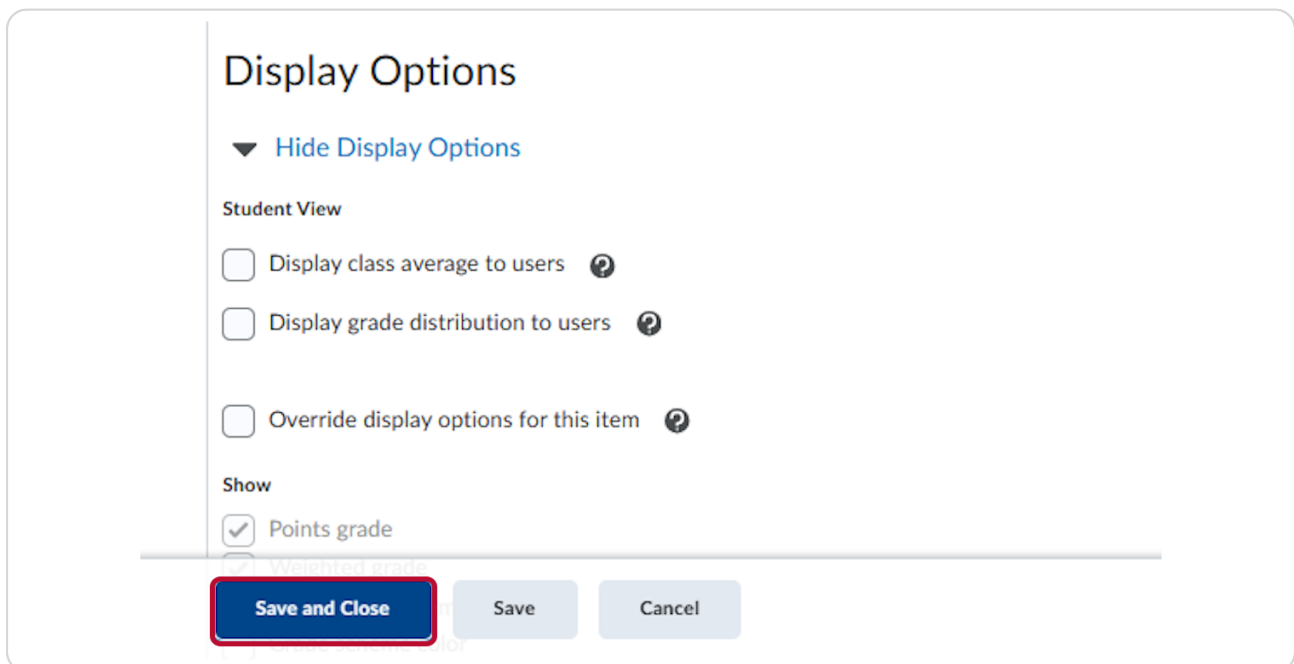
Check CanExceedMaxGrade715723



The image shows a 'Grading' settings panel. At the top is a search bar. Below it is the 'Grading' title. Under 'Can Exceed', there is a checked checkbox (highlighted with a red box) and a help icon. Below that is the 'Grade Scheme' section with a dropdown menu showing '-- Default Scheme -- (Grades)' and a help icon. At the bottom is the 'Display Options' section.

STEP 16

Click on Save and Close



The image shows the 'Display Options' settings panel. It has a 'Hide Display Options' toggle. Under 'Student View', there are three unchecked checkboxes: 'Display class average to users', 'Display grade distribution to users', and 'Override display options for this item'. Under 'Show', there is a checked checkbox for 'Points grade' and a partially visible 'Weighted grade' option. At the bottom are three buttons: 'Save and Close' (highlighted with a red box), 'Save', and 'Cancel'.