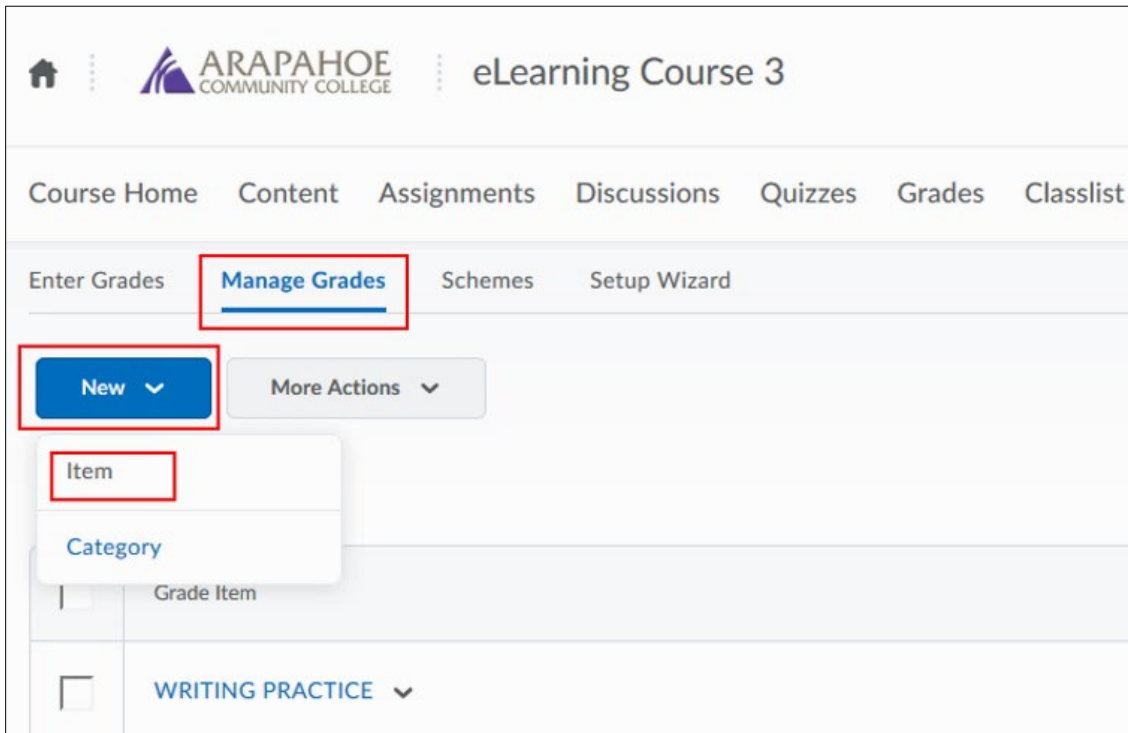


Creating Extra Credit/Bonus items

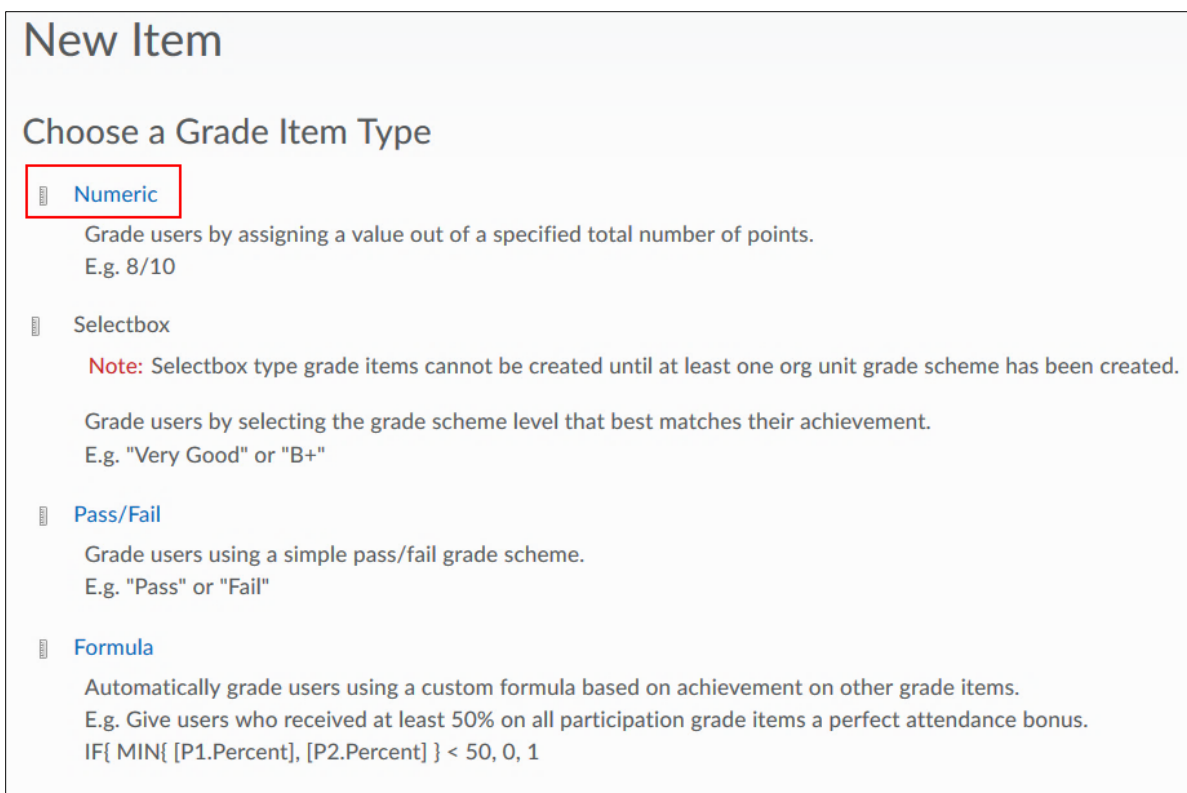
Extra Credit/Bonus items are not counted towards the total possible points for the course or the final grade. They are added to the students' total.

Step 1: From the **Manage Grades** area, select the **New** dropdown menu and then select **Item**.



The screenshot shows the 'Manage Grades' interface. At the top, there is a navigation bar with 'Course Home', 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Grades', and 'Classlist'. Below this, there are tabs for 'Enter Grades', 'Manage Grades' (highlighted with a red box), 'Schemes', and 'Setup Wizard'. Under the 'Manage Grades' tab, there is a 'New' dropdown menu (highlighted with a red box) and a 'More Actions' dropdown menu. The 'New' menu is open, showing 'Item' (highlighted with a red box) and 'Category'. Below the menu, there are checkboxes for 'Grade Item' and 'WRITING PRACTICE'.

Step 2: Select **Numeric**.



The screenshot shows the 'New Item' form. The title is 'New Item'. Below the title, there is a section titled 'Choose a Grade Item Type'. There are four options listed: 'Numeric' (highlighted with a red box), 'Selectbox', 'Pass/Fail', and 'Formula'. Each option has a brief description and an example.

- Numeric**: Grade users by assigning a value out of a specified total number of points. E.g. 8/10
- Selectbox**: Grade users by selecting the grade scheme level that best matches their achievement. E.g. "Very Good" or "B+"
Note: Selectbox type grade items cannot be created until at least one org unit grade scheme has been created.
- Pass/Fail**: Grade users using a simple pass/fail grade scheme. E.g. "Pass" or "Fail"
- Formula**: Automatically grade users using a custom formula based on achievement on other grade items. E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.
IF{ MIN{ [P1.Percent], [P2.Percent] } < 50, 0, 1

Step 3: Enter a **Name** for the grade item. Enter a **Short Name** to display in the grade book (optional).

New Item

Properties Restrictions Objectives

General

Type
Numeric

Name *
Extra-Credit Item

Short Name
EC

Optional fields:

If you want the grade item to be associated with a grade category, select a category from the Category dropdown menu. You can also create a **New Category** on the fly.

Enter a **Description** of the grade item. If you want to make the description available to users, select **Allow users to view grade item description**.

Category
None [New Category]

Hide Description

Description

Save and Close Save and New Save Cancel

Font Family Size

Allow users to view grade item description

Step 4: Enter the point value you want the item graded out of in the **Maximum Points** field.

Note: If you are using the weighted system, enter the **Weight** you want the grade item to contribute to its category. If the item does not belong to a category, enter the Weight you want it to contribute to the final grade.

If you want users' grades to be able to exceed the total value of the item, select the **Can Exceed** box.

Select the **Bonus** box.

The default scheme is **Percentage**. If you have created a custom grade scheme, you may select it from the dropdown menu.

Grading

Maximum Points *

 ?

Can Exceed

 ?

Bonus

 ?

Exclude from Final Grade Calculation

 ?

Grade Scheme




 ?

Step 5: Choose your preferred **Display Options** for this grade item.

Display Options

▼ [Hide Display Options](#)


Student View

- Display class average to users 
- Display grade distribution to users 
- Override display options for this item 

Show

- Points grade
- Grade scheme symbol
- Grade scheme color

Managing View

- Override display options for this item 

Show

- Points grade
- Grade scheme symbol
- Grade scheme color

Step 6: Select **Save and Close** to exit or **Save and New** to create another bonus item.

Display Options

▼ Hide Display Options

Student View

Display class average to users ?

Display grade distribution to users ?

Override display options for this item ?

Show

Points grade

Grade scheme symbol

Grade scheme color

Managing View

Override display options for this item ?

Show

Points grade

Grade scheme symbol

Grade scheme color