

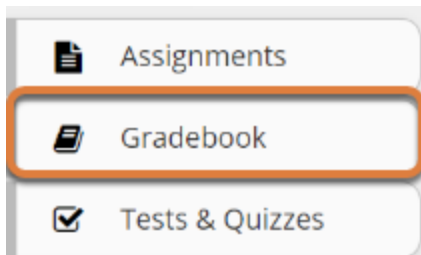
How does extra credit work in Gradebook?

The **Extra credit** feature in *Gradebook* can be enabled for:

- [Gradebook items](#) or
- [Categories](#).

When you designate an item or a category as **Extra credit**, points a student earns in that item or category will be added on top of their overall grade. The grades of students who did not complete extra credit assignments will not be affected.

Go to Gradebook.



Select **Gradebook** from the tool menu in your site.

Set Extra Credit on a gradebook item.

Edit Details on the gradebook item.

| Students | Course Grade | Paper 3 | Paper 2 |
|-----------------------------|--------------|---------------------|------------------------------|
| Filter students | | Total: 15 Due: - | Total: 15 Due: 09/18/2018 |
| Student, Five (psg3a-stu5) | IN | 15 | |
| Student, Four (psg3a-stu4) | S | 14 | |
| Student, One (psg3a-stu1) | U | 13 | |
| Student, Three (psg3a-stu3) | S | 12 | |
| Student, Two (psg3a-stu2) | S | 10 | |

1

2

Edit Item Details

View Grade Statistics

Move Left

Move Right

Hide Item

Set Score for Empty Cells

Delete Item

1. Select an item's drop-down menu.
2. Select **Edit Item Details**.

Select Extra Credit and Save Changes.

Edit Gradebook Item

* Title

EC Quiz

* Point value

10

1

☒ Extra credit

Due date

☒ Release item to students?

☒ Include item in course grade calculations?

2

Save Changes

Cancel

1. Enable the **Extra credit** option.
2. Select **Save Changes**.

i

Tip: The extra credit option may also be set when [adding a new gradebook item](#).


Extra credit item

Individual extra credit items can be added to any category, or to a gradebook that contains no categories.

Example: Extra Credit items within weighted categories


| Students | Course Grade | Assignments [40%] | | | | Quizzes [40%] | | | |
|---------------------------|----------------|-------------------------------------|-------------------------------------|-------------------------------------|--|-------------------------------|-------------------------------|---------|--------|
| | | Assignment 1 Total: 10 Due: - | Assignment 2 Total: 10 Due: - | Assignment 3 Total: 10 Due: - | Extra Credit Assignment Total: 10 Due: - | Quiz 1 Total: 10 Due: - | Quiz 2 Total: 10 Due: - | Quizzes | |
| Student, Five (ts6u-stu5) | A+ (110%) | 10 | 10 | 10 | 10 | 133.33% | 17 | 9 | 86.67% |
| Student, Four (ts6u-stu4) | B (86.67%) | 9 | 8 | 8 | 2 | 90% | 17 | 8 | 83.33% |
| Student, One (ts6u-stu1) | B+ (89.17%) | 10 | 10 | 10 | 0 | 100% | 15 | 8.5 | 78.33% |

In a weighted category, extra credit items are averaged together with the other items before the category average is weighted.

**Example scenario:** In an Assignments category worth 40% of the course grade, there are 3 regular assignments and 1 extra credit assignment, each worth 10 points.

The points for all four items are added together (e.g., 40 points), then divided by the total points possible (30). If a student receives perfect scores on every assignment, their category average is 133.33%.

The category average is weighted as 40% of the course grade, so the weighted category average is 53.3% of the course grade.

**It is important that you DO NOT add individual items extra credit within an extra credit category.** Doing so will render those items as optional within the category. Extra credit items in an extra credit category will have no effect on the overall grade, whether points are given or not.

Example: Extra Credit item in gradebook with no categories

| Students | Course Grade | Extra Credit Quiz Total: 10 Due: - | Quiz 1 Total: 10 Due: - | Quiz 2 Total: 10 Due: - |
|-----------------------------|----------------------|--|-------------------------------|-------------------------------|
| Filter students | | | | |
| Student, Five (psg3a-stu5) | A+ [30/20] (150%) | 10 | 10 | 10 |
| Student, Four (psg3a-stu4) | A+ [20/20] (100%) | | 10 | 10 |
| Student, One (psg3a-stu1) | - | | | |
| Student, Three (psg3a-stu3) | - | | | |
| Student, Two (psg3a-stu2) | - | | | |

An extra credit item will display a plus (+) icon in the column header to indicate that it is an extra credit item.

💡 **Example scenario:** In a gradebook that contains three quizzes worth 10 points each, where two of the quizzes are for credit and one quiz is for extra credit, the total points possible for all quizzes is 20 (i.e., 2 quizzes worth 10 points each).

A student who scores 10/10 points on **all three quizzes** will earn a course grade of 30/20 points, or 150%: 10 points for the extra credit quiz are added on top of the total points of the other items.

A student who scores 10/10 points on **only two of the quizzes** (i.e., skipping any one of the quiz items) will earn an overall grade of 20/20, or 100%.

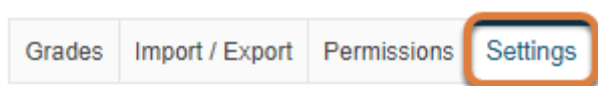
An extra credit quiz can make up for a missed quiz when the extra credit item is worth the same point value.

Set Extra credit at the category level.

An extra credit category can be useful if your gradebook includes weighting, or if you have several extra credit items that you want to group together into a category.

Any items placed into an extra credit category are automatically omitted from the total points possible for the course grade; however, any points earned for items within an extra credit category are included in the course grade calculation.

Select Settings.



Select the **Settings** tab.

Select Extra Credit and Save Changes.

Settings

Expand All Collapse All

Grade Entry

Grade Release Rules

Categories & Weighting

No categories

Categories only

Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.

If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

Drop highest

Drop lowest

Keep highest

To apply drop highest, drop lowest, or keep highest, all items in the category must have the same score value.

| Category | Extra Credit | Gradebook Items | Remove |
|--------------|-------------------------------------|-----------------|--------|
| Assignments | <input type="checkbox"/> | 3 items(s) | Remove |
| Quizzes | <input type="checkbox"/> | 4 items(s) | Remove |
| Extra Credit | <input checked="" type="checkbox"/> | 3 items(s) | Remove |

Add a category

Grading Schema

Save Changes

Cancel

On the *Settings* tab, select the check the box in the **Extra Credit** column next to an existing category or add a new category and enable the **Extra Credit** option for it. Then, click **Save Changes**.

Note: Categories only or Categories & weighting must be enabled in the gradebook's *Settings*.

Extra credit category

Example: Extra credit with weighted categories.


| | | + Extra Credit [5%] | | | |
|------------------------------|----------------|--|---------------------------------------|---|--------------|
| Students | Course Grade | Culture Points Total: 10 Due: - | Movie Write-Up Total: 10 Due: - | Guest Lecture Write-Up Total: 10 Due: - | Extra Credit |
| | | Course grade 105% due to extra credit category | | | |
| > Student, Five (t1s6u-stu5) | A+ (105%) | 10 | 10 | 10 | 100% |
| > Student, Four (t1s6u-stu4) | B+ (87.96%) | 5 | 0 | 0 | 16.67% |
| > Student, One (t1s6u-stu1) | B+ (88.1%) | 0 | 0 | 0 | 0% |

Example extra credit weighted category scenario: When you set **Categories and weighting** in a gradebook, the total relative weight of all categories must be 100%. However, if one category is designated as extra credit, you can have a combined category sum greater than 100%.

In this example, three regular categories are used and weighted as follows:
Assignments (40%) + Discussions (10%) + Quizzes (50%) = 100% of the course grade. An extra credit category is worth 5% of the course grade. A student who completes all work in the extra credit category could potentially earn 105% for their course grade.

Example: Extra credit category only

| | | + Extra Credit | | | |
|------------------------------|------------------------|--|---------------------------------------|---|--------------|
| Students | Course Grade | Culture Points Total: 10 Due: - | Movie Write-Up Total: 10 Due: - | Guest Lecture Write-Up Total: 10 Due: - | Extra Credit |
| | | Course grade 130% due to extra credit category | | | |
| > Student, Five (t1s6u-stu5) | A+ [130/100] (130%) | 10 | 10 | 10 | 100% |
| > Student, Four (t1s6u-stu4) | A- [93/100] (93%) | 5 | 0 | 0 | 16.67% |
| > Student, One (t1s6u-stu1) | B [85/100] (85%) | 0 | 0 | 0 | 0% |

 **Example extra credit category scenario:** The Gradebook is configured with *Categories only* (no weighting). One category is designated as extra credit. Three items worth 10 points each are assigned to the category.

In this scenario, a student who earns a perfect score for all gradebook items, including 10/10 points for all three items in the extra credit category, will receive 130/100 points possible, or 130%.

Additional Resources

For more information on adding items and/or categories to the gradebook, see [How do I set up my Gradebook?](#) or [How do I add items to the Gradebook?](#)