

Gradebook-Assign Extra Credit

To assign extra credit for a Content Item, the points and calculations setting in the Gradebook must be selected. For extra credit items, Gradebook includes the extra credit points the student receives in calculations for total points possible for the course.

Set Gradebook Preferences

- Click **Gradebook** on the **Tools Menu**.
- Click **Setup Gradebook and Rubrics**.
- Click the **Preferences** tab (see illustration on next page).
- The **Preferences** page will display (see illustration on next page).
- Click the **Use points and calculations** check box for the appropriate option.
- Click **Save Changes**.

View Gradebook | User Activity | Setup Gradebook & Rubrics

Current Setup | Add New Items | Select Gradable Items | Assign Points/Weights | Rubrics | **Preferences**

Save Changes

<input checked="" type="checkbox"/> Use points and calculations	When this is selected, points can be assigned for each item and the gradebook will automatically calculate numeric scores.
<input type="checkbox"/> Use weighted calculations	When this is selected, a weighted percentage can be assigned to each item and the weight will be factored into gradebook calculations.
<input checked="" type="checkbox"/> Show Item Summary View	When this is selected, the Item Summary View is available in the Gradebook View dropdown. The Item Summary view groups together similar items based on type.

Save Changes

Make an Item Extra Credit

- Click **Gradebook** in the **Tools Menu**.
- Click **Setup Gradebook and Rubrics**.
- Click the **Assign Points/Weights** tab (see illustration below).

Current Setup | Add New Items | Select Gradable Items | **Assign Points/Weights** | Rubrics | Preferences

- Click **Extra Credit** (see illustration below).

Distribute Weight % | **Extra Credit** | Exclude from Course Grade

- The **Extra Credit** window will display with a list of the gradable items for the course (see illustration on next page).
- Click the check box beside the item(s) for which extra credit is to be assigned.
- Click **Save Extra Credit Selections**.
- An **Extra Credit** symbol will appear above the item (see illustration at right).

1
+ %
pts.

Extra Credit

In course grade calculations, points earned for extra credit items are included in the points earned by students but not in the points possible for the course. To make items extra credit, select the items, then click Save Selections as Extra Credit.

<input type="checkbox"/>	Assignments : Week 2
<input type="checkbox"/>	Chapter 1-eC : Week 1
<input type="checkbox"/>	Discussion : Week 1
<input type="checkbox"/>	Discussion : Week 2
<input type="checkbox"/>	Discussion : Week 4
<input type="checkbox"/>	Exam 3 : Week 4
<input type="checkbox"/>	Journal : Week 1
<input type="checkbox"/>	Journal : Week 3
<input type="checkbox"/>	PowerPoint : Week 1