Set up Extra Credit (Bonus) Quiz Questions and Grade Book Settings

Faculty set up a variety of types of extra credit quiz questions, called bonus questions in Brightspace. The following steps will walk you through the process to set up extra credit (bonus) questions. Each part of the steps must be completed so that grades will be calculated correctly.
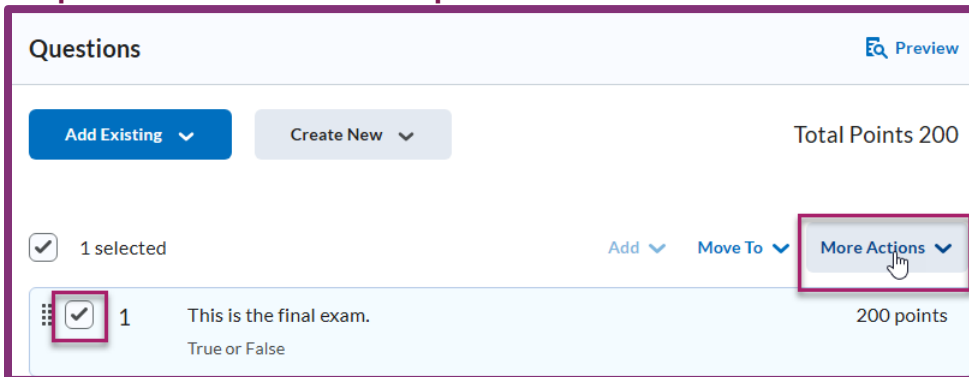
Part 1. Create a Quiz

The first step is to create a quiz and add questions. Refer to the Create a Quiz video for steps.

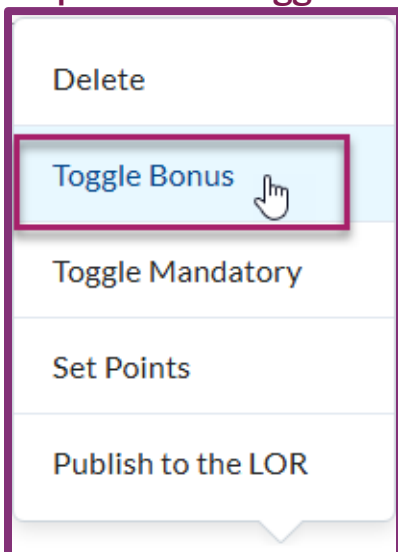**Be sure the question has points, and the quiz is included in the Grade Book.**

Part 2. Make a Question Extra Credit (Bonus)

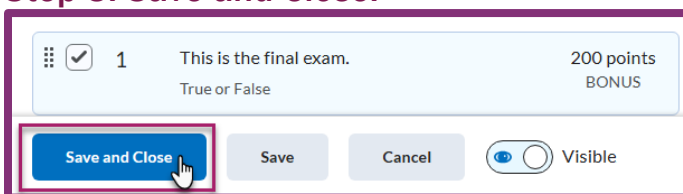### Step 1: Select the desired question and choose More Actions.

Step 2: Select Toggle Bonus.

Step 3: Save and Close.

Part 3. Set Quiz to "Can Exceed" to calculate correctly

Step 1: Select Grades on the navbar and choose Manage Grades.

Content	Announcements	Assignments	Discussions	Quizzes	Course Tools ⌄	Class Progress	Grades	Course Admin

Enter Grades   Manage Grades   Schemes   Setup Wizard   ⚙ Settings   ❓ Help
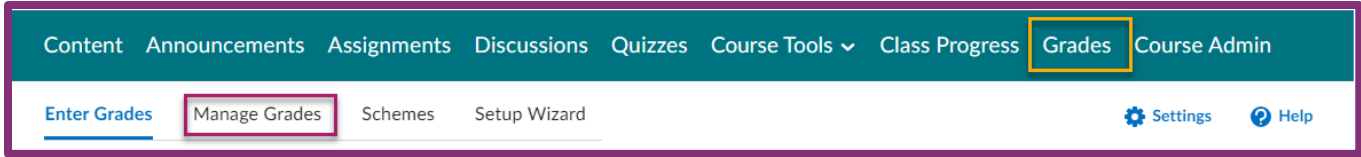
Step 2: Select the drop-down arrow for the Quiz (1) and choose Edit (2).

Test Quiz ⌄ | Edit | **2**

Trial Assignment   Hide from Users

Quizzes ⌄   Enter Grades

Mid-term E   View Statistics

View Event Log

Final Exam ⌄ **1**

Step 3: In the Grading section, select Can Exceed (1). Save and Close (2).

Grading

Maximum Points *

200   ❓

Can Exceed

☑ ❓**1**

Bonus
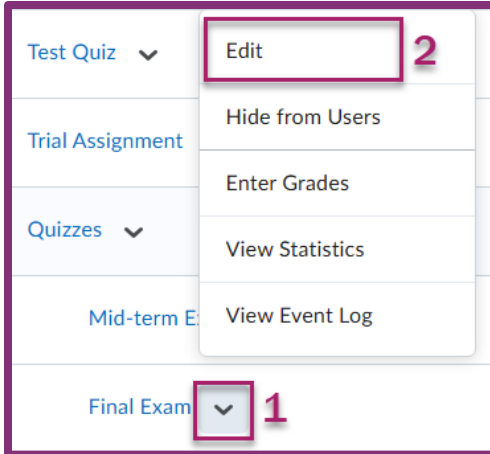
| Save and Close | **2** Save and New | Save |
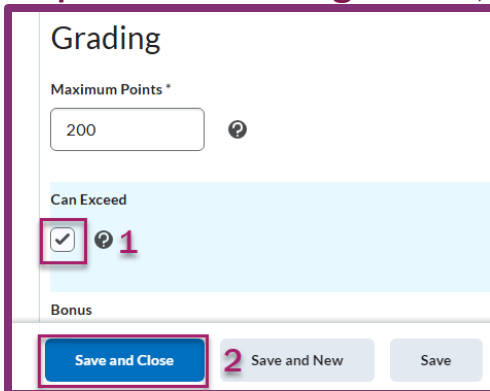
Part 4. Set Final Calculated Grade to "Can Exceed" to calculate correctly

Step 1: Select Grades on the navbar and choose Manage Grades.

Content	Announcements	Assignments	Discussions	Quizzes	Course Tools ⌄	Class Progress	Grades	Course Admin

Enter Grades   Manage Grades   Schemes   Setup Wizard   ⚙ Settings   ❓ Help
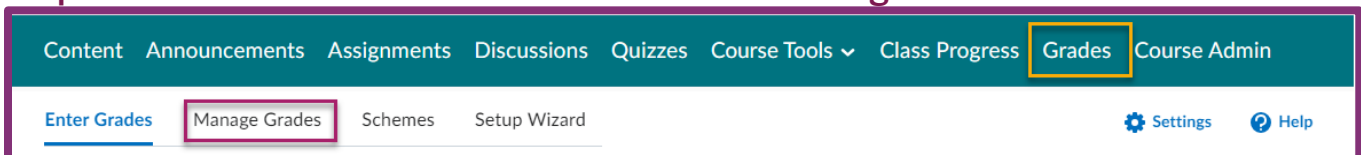
Step 2: Select the drop-down arrow for Final Calculated Grade (1) and choose Edit (2).

☐	Quizzes ∨	**Edit** **2**
		Enter Grades
☐	Mid-term Exam	View Statistics
☐	Final Exam ∨	View Event Log
☐	Final Calculated Grade ∨ **1**	

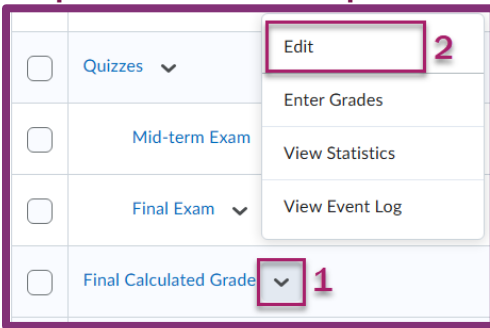**Step 3: In the Grading section, select Can Exceed (1). Save and Close (2).**

Grading

Can Exceed

☑ ❓ **1**

Exclude from Final Grade Calculation
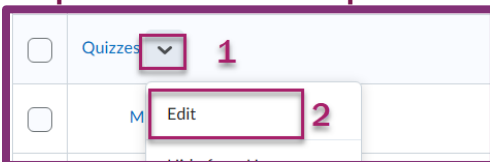
| **Save and Close** | **2** Save and New | Save |
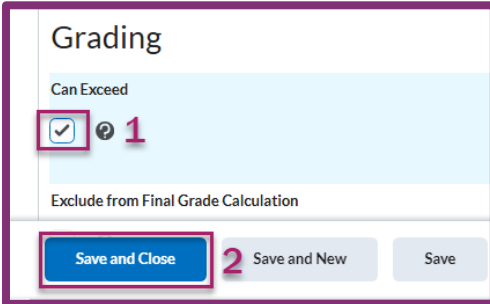
Part 5. Using Weighted Grade Book?
Set the Category of the Quiz to "Can Exceed" to calculate correctly

Step 1: Select Grades on the navbar and choose Manage Grades.

Content	Announcements	Assignments	Discussions	Quizzes	Course Tools ∨	Class Progress	Grades	Course Admin

| Enter Grades | Manage Grades | Schemes | Setup Wizard | | ⚙ Settings | ❓ Help |
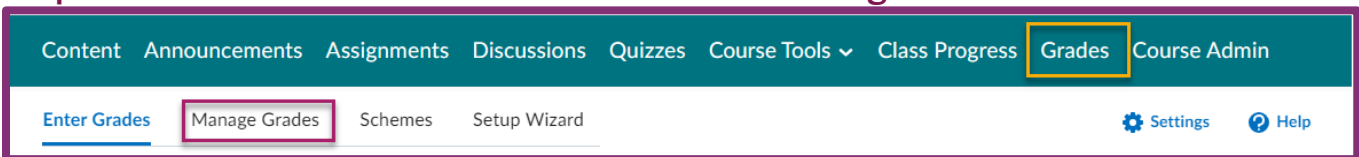
Step 2: Select the drop-down arrow for the category that contains the quiz (1) and Edit (2).

☐	Quizzes ∨	**1**
☐	M **Edit**	**2**

Step 3: In the Grading section, select Can Exceed (1). Save and Close (2).

Grading

Can Exceed

☑ ❓ **1**

Grade Scheme

| Percentage |

| **Save and Close** | **2** Save | Cancel |

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