

Set up Extra Credit (Bonus) Quizzes and Grade Center Settings

The following steps will walk you through the process to set up an extra credit quiz. Each section must be completed so that grades will be calculated correctly. For directions to create a Quiz, see the [Create a Quiz](#) video. If you are interested in adding an extra credit question to a quiz, please see the [Create Extra Credit \(Bonus\) Quiz Questions](#) document.

Quick Summary

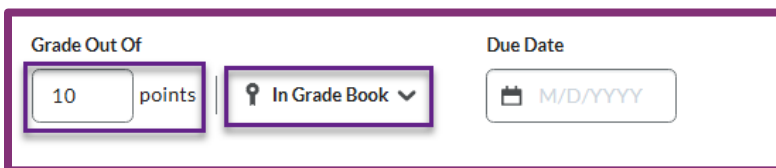
In Brightspace, you can assign a Quiz as Bonus, which will calculate the grade as an extra credit quiz in your course Grade Center. In this way, you can give students an extra credit quiz that will give them extra points if they complete it while not detracting from the final calculated grade for students who do not complete the bonus quiz.

- Create a Quiz that has points and is included in the Grade Center.
- Navigate to Grades > Manage Grades.
- Edit the desired Quiz and select the “Bonus” option.
- Edit the Final Calculated Grade and select the “Can Exceed” option.
- Additional steps for Categories or Weighted Grade Center: Edit the relevant Category and select the “Can Exceed” option.

Part 1: Create a Quiz

The first step is to create a quiz.

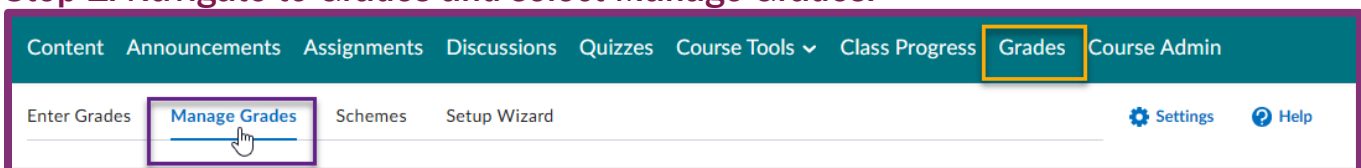
Be sure the quiz has points and is included in the Grade Center. Select the additional options you desire.



Grade Out Of: 10 points | In Grade Book | Due Date: M/D/YYYY

Part 2: Make the Quiz Extra Credit (Bonus)

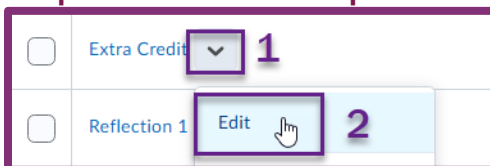
Step 1: Navigate to Grades and select Manage Grades.



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 next to the quiz name (1) and choose Edit (2).



<input type="checkbox"/>	Extra Credit	▼	1
<input type="checkbox"/>	Reflection 1	Edit	2

Step 3: Scroll down to the Grading section and check Bonus (1). Save and Close (2).

Grading

Maximum Points *

10

Can Exceed

Bonus

1


Save and Close 2 Save and New

Part 3: Set Final Calculated Grade to “Can Exceed” to Calculate Correctly

If you do not take this step, your students’ final calculated grades will not be calculated correctly. These steps will make the extra credit quiz add the points to the Grade Center as extra credit should be added and will not detract points from those who do not complete the extra credit quiz.

Step 1: Select the drop-down arrow for Final Calculated Grade (1) and choose Edit (2).

<input type="checkbox"/>	Fluid	▼	Edit 2
<input type="checkbox"/>	video note	▼	Enter Grades
<input type="checkbox"/>	Extra Credit	▼ ★	View Statistics
<input type="checkbox"/>	Final Calculated Grade	▼ 1	View Event Log

: The Bonus quiz is indicated with a star in the Grade Book, as shown in the image above.

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

Grading

Can Exceed

1

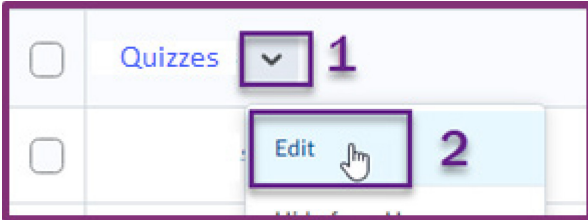
Exclude from Final Grade Calculation

Save and Close 2 Save and New Save Cancel

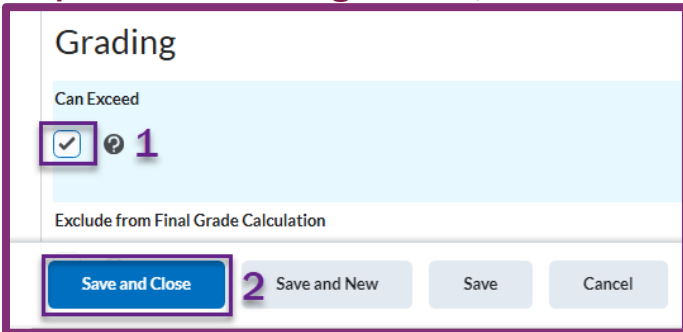
Part 4: Additional Steps if you are Using Categories or a Weighted Grade Book: Set Category to “Can Exceed” to Calculate Correctly

If you do not take this step when using categories or a weighted grade center, your students' final calculated grades will not be correct. These steps will make the extra credit quiz add the points to the category as extra credit should be added and will not detract points from those who do not complete the extra credit quiz.

Step 1: Select the drop-down arrow for the category that contains the quiz (1) and choose Edit (2).



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



Need Help?

Get the help you need quickly by contacting the correct person/department based on your question.

- For help completing any steps of this process, or if something is not working as expected, please contact the [Help Desk](#).
- If you need help redesigning question types or settings that did not transfer, please make an appointment with a technologist on the Instructional Design Team
 - Book a [virtual appointment](#)
 - Email for an [in-person appointment](#)
- For additional Brightspace questions, make sure to contact the correct person or department by reviewing the [Faculty Support Flowchart](#)