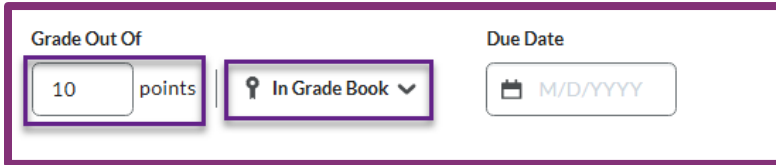# Set up Extra Credit (Bonus) Assignments and Grade Book Settings

Faculty set up a variety of types of extra credit assignments. They could range from attending a special event to writing assignments. The following steps will walk you through the process to set up an extra credit assignment. Each part of the steps must be completed so that grades will be calculated correctly.

Part 1. Create an assignment

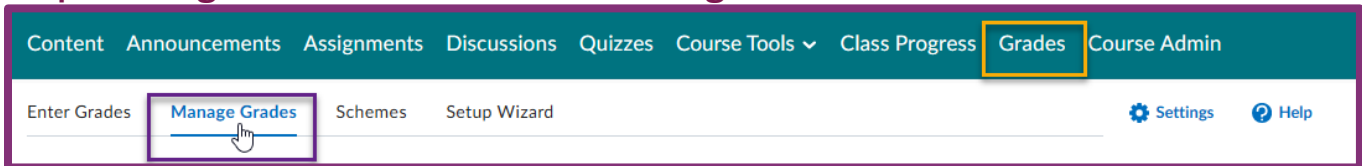The first step is to create an assignment. Refer to the Create an Assignment document for detailed steps.

Be sure the assignment has points and is included in the Grade Book. Select the additional options you desire.
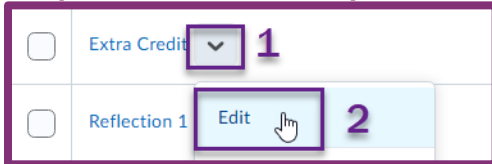
Part 2. Make the Assignment Extra Credit (Bonus)
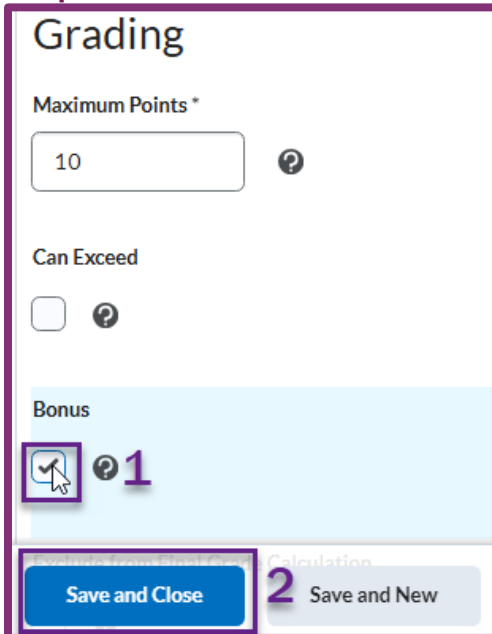
Step 1: Navigate to Grades and select Manage Grades.

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

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

Part 3. Set Final Calculated Grade to Can Exceed to calculate correctly

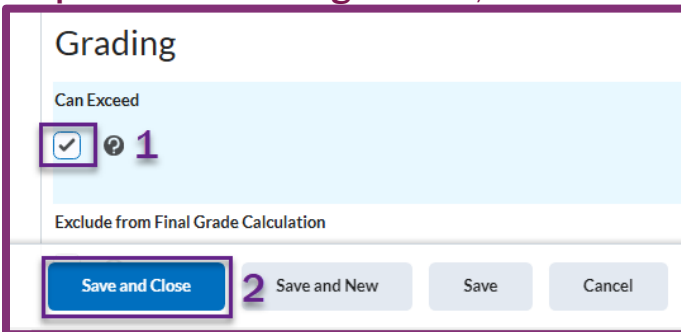### Step 1: Select the drop-down arrow for Final Calculated Grade (1) and choose Edit (2).
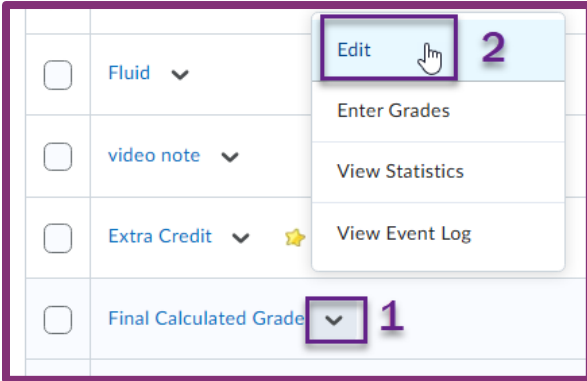
Note: The Bonus assignment is indicated with a star in the Grade Book, as shown in the image above.

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

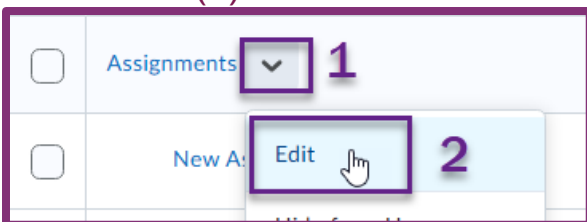

Part 4. Using Weighted Grade Book?
Set Category to Can Exceed to calculate correctly

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

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