

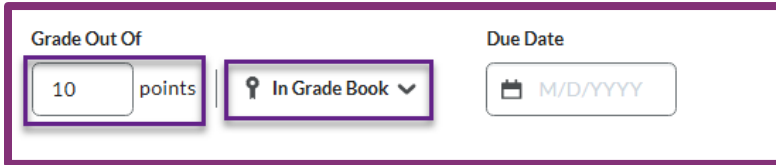
# Set up Extra Credit (Bonus) Assignments and Grade Book Settings

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.

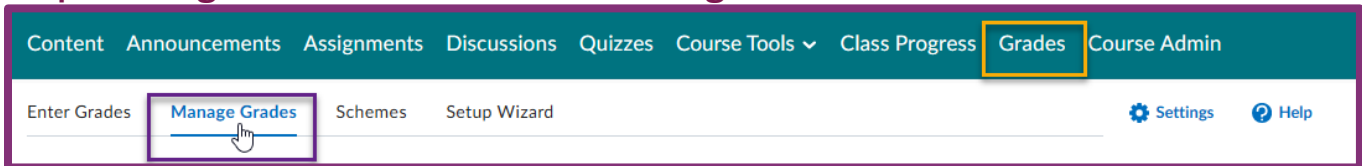
Be sure the assignment has points and is included in the Grade Book. Select the additional options you desire.



A screenshot of a form for setting up an assignment. It features three main sections: 'Grade Out Of' with a text input containing '10' and a 'points' label; 'In Grade Book' with a dropdown menu currently set to 'In Grade Book'; and 'Due Date' with a calendar icon and a text input for 'M/D/YYYY'.

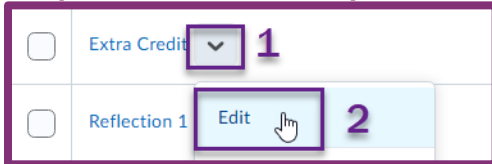
## Part 2. Make the Assignment Extra Credit (Bonus)

### Step 1: Navigate to Grades and select Manage Grades.



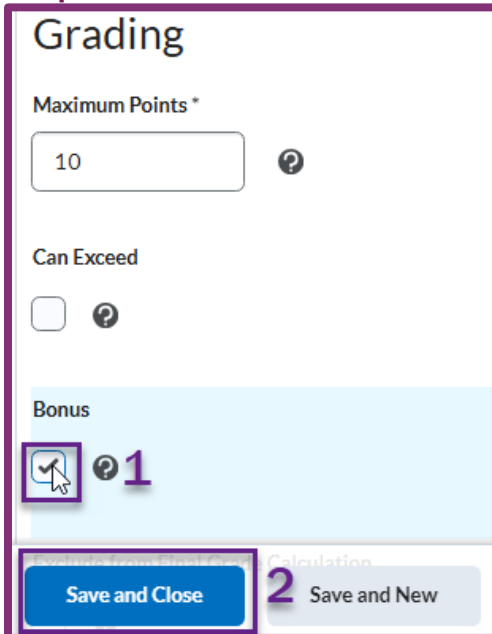
A screenshot of a navigation menu. The 'Grades' tab is highlighted with a yellow box. Below the menu, the 'Manage Grades' link is highlighted with a purple box and a mouse cursor icon.

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



A screenshot of a list of assignments. The first row is 'Extra Credit' with a dropdown arrow icon labeled '1'. The second row is 'Reflection 1' with an 'Edit' button icon labeled '2'.

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

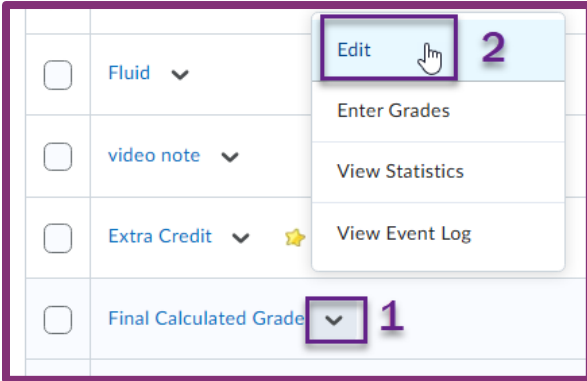


A screenshot of the 'Grading' section. It includes a 'Maximum Points \*' input with '10' and a help icon. Below is a 'Can Exceed' checkbox. The 'Bonus' section has a checked checkbox icon labeled '1'. At the bottom, there are two buttons: 'Save and Close' (labeled '2') and 'Save and New'.

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

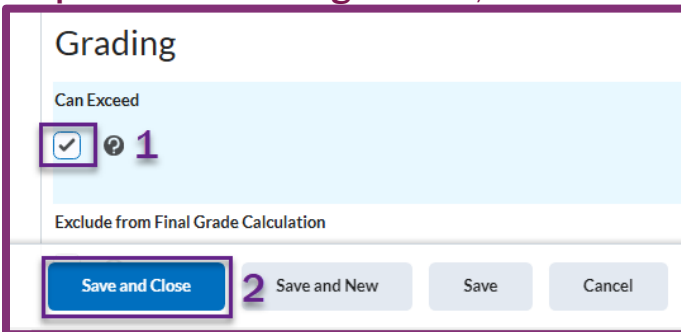
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Step 1: Select the drop-down arrow for Final Calculated Grade (1) and choose Edit (2).



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).

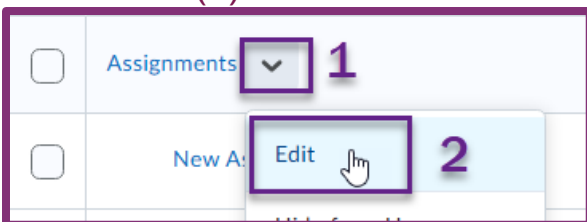


## Part 4. Using Weighted Grade Book?

### Set Category to Can Exceed to calculate correctly

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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).

