

Gradebook: Bonus (Extra Credit) Items

Quick Summary

Brightspace provides multiple ways to incorporate bonus (extra credit) items into the Gradebook, including assignments, discussion boards, and quizzes. Bonus items can be standalone, included within a category alongside regular graded items, or grouped with other bonus items in an "Extra Credit" category. When creating bonus items in the Gradebook, you must configure two key options: "Can Exceed" and "Bonus."

Options for Bonus (Extra Credit) Items

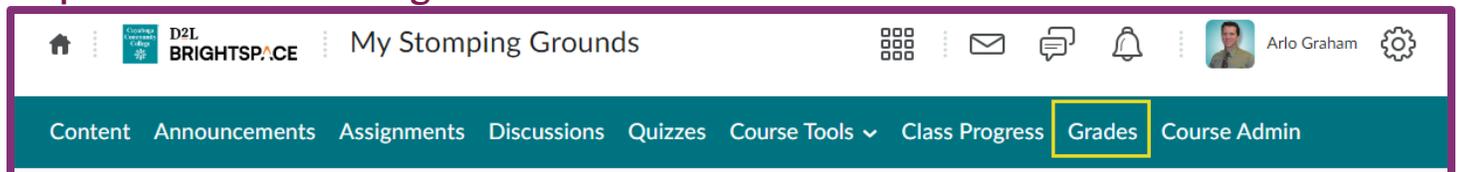
1. **The "Bonus" option:** All points given for the activity (assignment, discussion, or quiz) are treated as extra credit. Extra credit items must be assigned a Maximum Points and/or Weight. The Maximum Points and/or Weight will not affect the total possible points available, Brightspace only includes the points/weight earned by the student in the calculations.
2. **The "Can Exceed" option for graded activities:** Allows a graded activity to exceed the Maximum Points/Weight. For example, a student can earn 105 points on a quiz worth 100 points. If this is not selected, bonus points may be earned, but the total grade will be capped once it hits 100 points.
3. **The "Can Exceed" option for categories:** Allows a category to exceed the Maximum Points/Weight. *(Note: If you place only Bonus Items in a category, be certain to check the box "Can Exceed" for the category or no points will be added to the final grade.)*
4. **The "Can Exceed" option for the final grade:** Allows the final grade to exceed the Maximum Points/Weight. This option can be set for both the "Final Calculated Grade" and/or "Final Adjusted Grade" settings.

Brightspace applies each of these settings independently. For instance, if all graded and extra credit items are set to "Can Exceed", but the "Final Calculated Grade" is not, a student may earn 105% on individual items while their final grade remains capped at 100%. This restriction also applies to categories, the "Final Adjusted Grade", and Quizzes with individual Bonus Questions.

If a quiz includes individual Bonus Questions and you wish to allow students to exceed the maximum points/weight available, make sure to enable the "Can Exceed" option for the quiz, its associated category (if applicable), and the final grade.

Setting Bonus Item Options

Step 1: Go to Grades using the teal Nav Bar



The screenshot shows the Brightspace navigation bar. At the top, there is a home icon, the D2L BRIGHTSPACE logo, and the text "My Stomping Grounds". On the right side, there are icons for a grid, an envelope, a speech bubble, a bell, a user profile for "Arlo Graham", and a gear icon. Below this, a teal navigation bar contains the following menu items: "Content", "Announcements", "Assignments", "Discussions", "Quizzes", "Course Tools" (with a dropdown arrow), "Class Progress", "Grades" (highlighted with a yellow box), and "Course Admin".

Step 2: Go to Manage Grades

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

Enter Grades **Manage Grades** Schemes Setup Wizard Settings Help

Step 3: Select the Item

Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	VHL Cumulative ▾ ⓘ	Numeric	-	100
<input type="checkbox"/>	Tri-C In the News: August 2024 ▾	Numeric	-	100
<input type="checkbox"/>	Category 1 ▾			0

Step 4: Check the Can Exceed or Bonus options based on the descriptions above

(Note: Categories and Final Grade items do not have the “Bonus” option)

Grading

Maximum Points *

100 ⓘ

Can Exceed

ⓘ

Bonus

ⓘ

To edit multiple items at the same time, go to the Manage Grades page, select the items to be edited, and then select Bulk Edit.

Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input checked="" type="checkbox"/>	VHL Cumulative ▾ ⓘ	Numeric	-	100
<input checked="" type="checkbox"/>	Tri-C In the News: August 2024 ▾	Numeric	-	100
<input checked="" type="checkbox"/>	Category 1 ▾			0

After an item has been checked as “Bonus” a yellow star will appear next to it on the Manage Grades page.



Bonus Items in a Points Gradebook

Bonus Items in a points gradebook will contribute directly to a student's Final Calculated Grade, whether they are listed as stand-alone items or included within a category.

Example Student 1: Grade earned on regular activities = 900 points
Maximum points of Bonus Item = 10 points
Grade earned on Bonus Item = 10 points
Final grade calculation = $900 + 10 = 910$ points

Example Student 2: Grade earned on regular activities = 900 points
Maximum points of Bonus Item = 10 points
Grade earned on Bonus Item = 6 points
Final grade calculation = $900 + 6 = 906$ points

Bonus Items in a Weighted Gradebook

Stand-Alone Bonus Items:

Bonus Items in the gradebook that are not part of a category will add the designated weight to the final grade. The point value of the Bonus Item is irrelevant, only its weight influences the final grade. Therefore, limit the weight of a Bonus Item to the maximum percentage you wish to add to the final grade.

Example Student 1: Grade earned on regular activities = 90%
Maximum weight of stand-alone Bonus Item = 5%
Grade earned on Bonus Item = 100%
Final grade calculation = $90\% + (100\% \text{ of } 5\%) = 90\% + 5\% = 95\%$

Example Student 2: Grade earned on regular activities = 90%
Maximum weight of stand-alone Bonus Item = 5%
Grade earned on Bonus Item = 70%
Final grade calculation = $90\% + (70\% \text{ of } 5\%) = 90\% + 3.5\% = 93.5\%$

Bonus Items Within a Category:

Bonus Items within a category are weighted based on both the item weight and category weight. For example, a bonus item with a weight of 10% within a category weighted at 50% can increase the final grade by up to 5% (10% of 50%). The point value of the Bonus Item is irrelevant, only its weight influences the category and final grade. Therefore, limit the weight of a Bonus Item to the maximum percentage you wish to add to the category and final grade.

Example Student 1: Grade earned on regular activities = 90%

Weight of the "Quizzes" category = 50%

Weight of the Bonus Quiz in the Quizzes category = 10%

Grade earned on Bonus Quiz = 100%

Final grade calculation = $90\% + ((100\% \text{ of } 10\%) \text{ of } (50\%)) = 90\% + 5\% = \mathbf{95\%}$

Example Student 2: Grade earned on regular activities = 90%

Weight of the "Quizzes" category = 50%

Weight of the Bonus Quiz in the Quizzes category = 10%

Grade earned on Bonus Quiz = 80%

Final grade calculation = $90\% + ((80\% \text{ of } 10\%) \text{ of } (50\%)) = 90\% + 4\% = \mathbf{94\%}$

Tips for Calculating the Weight of a Bonus Item:

To make a Bonus item in weighted grades act like extra credit points, consider one of these two methods to calculate their weight:

1. **Weight the item relative to the total points:** For example, if a Bonus item is worth 10 points and there are 500 points in the course (or category), not including bonus points, then weight the item as $(10/500) * 100 = 2\%$

Formula: $\text{bonus weight} = (\text{bonus item points} / \text{total points}) * 100$

2. **Weight the value proportionally in relation to an existing item:** For example, if a 100-point exam has a weight of 25%, then weight a 4-point item as $(4 * 25)/100 = 1\%$

Formula: $\text{bonus weight} = (\text{bonus item points} * \text{existing item weight}) / (\text{existing item points})$

Need Help?

If you need help accessing Brightspace or your Gradebook, finding and changing specific settings, or have other technical issues, please contact the [Help Desk](#).

If you would like to discuss authentic assessments, appropriate gradebook settings for your course, or have an instructional designer review your gradebook, please [book a virtual consultation](#) or [email us to meet in-person](#).

