

# Granting Extra Credit

If an assignment is intended to be strictly for extra credit, set the assignment point value at 0 points. When you manually enter a grade in the gradebook, it will count as extra credit. For example, a 5-point extra credit assignment would show as being worth 5/0 points in the gradebook.

Filter by student name or secondary ID					
Student Name	Secondary ID	Orientation Quiz Out of 7	Albert Einstein Reflection Out of 40	The Power of Introverts (extra credit) Out of 0	Unit 1 Quiz Out of 10
John Student	JQS1000	7	45	5	6
Test Student	8750f3e2eac105cbea	-	-	-	-

If an assignment already has a point value but you want to grant bonus points, manually enter the grade, including the extra points, in the gradebook. For example, if you have a 40-point assignment but want to grant 5 bonus points, enter 45 in the gradebook. The grade will display as 45/40.

Filter by student name or secondary ID					
Student Name	Secondary ID	Orientation Quiz Out of 7	Albert Einstein Reflection Out of 40	The Power of Introverts (extra credit) Out of 0	Unit 1 Quiz Out of 10
John Student	JQS1000	7	45	5	6
Test Student	8750f3e2eac105cbea	-	-	-	-

# Adding an Extra Credit Gradebook Category

For assignments that are strictly for extra credit, you might wish to create a gradebook category called Extra Credit.

1. Click the Assignments link in the left course navigation
2. Click the +Group button. In the pop-up box, enter Extra Credit as the group name, then click Save.
3. Drag/drop the extra credit assignment(s) into the new Extra Credit assignment group

The screenshot shows the 'Lisa's Test Course' interface. The left navigation menu has 'Assignments' highlighted with a red circle labeled '1'. The main content area shows the 'Assignments' section with a '+ Group' button circled in red with a '2'. Below this, a new group named 'Extra Credit' is visible, circled in red with a '3'. The 'Extra Credit' group contains one assignment: 'The Power of Introverts (extra credit)'.

You can verify that the gradebook category was added by clicking on Grades in the left course navigation. You'll see the new Extra Credit column in the gradebook.

The Power of Introverts (extra credit) Out of 0	Unit 1 Quiz Out of 10	Introduce Yourself Out of 10	Assignments	Extra Credit	Quizzes	Discussions	Total
5	6	3	112.5%	-	76.47%	30%	98.51%
-	-	-	-	-	-	-	-