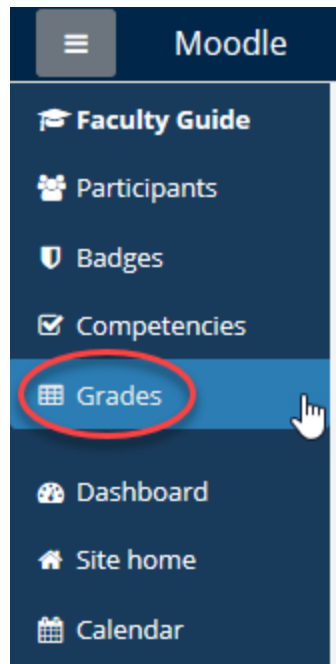# Adding Extra Credit

Moodle Documentation

What is Extra Credit?
Extra credit assignments are optional, additional work. A student may complete this project to gain additional credit that will boost their grade.
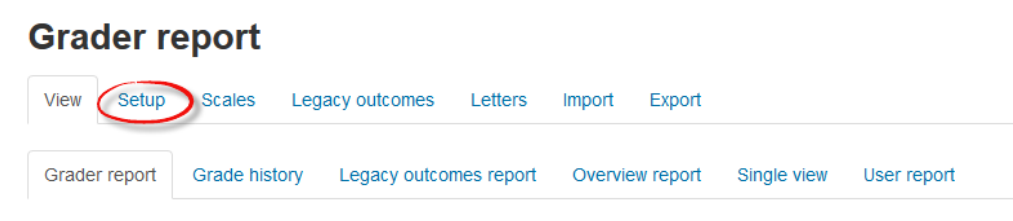
How do I Add an Extra Credit Category?
We need to create a special category for extra credit. Students will not be penalized if they choose not to complete assignments in this category. Follow the steps below:
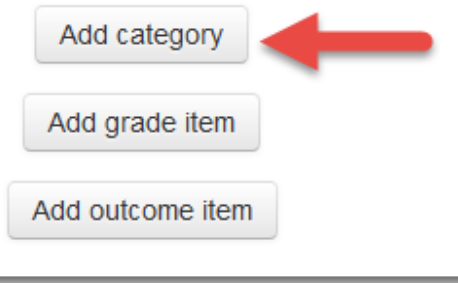
1. Click on the **Grades** link in the **Slide Out menu.**

2. Click on the **Setup** tab underneath the **Grader report** heading.

3. Scroll to the bottom of the page and click the **Add category** button.

Documentation

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4. In the **Item Name** field type "Extra Credit". Leave everything else alone.

5. Click the **Save changes** button.
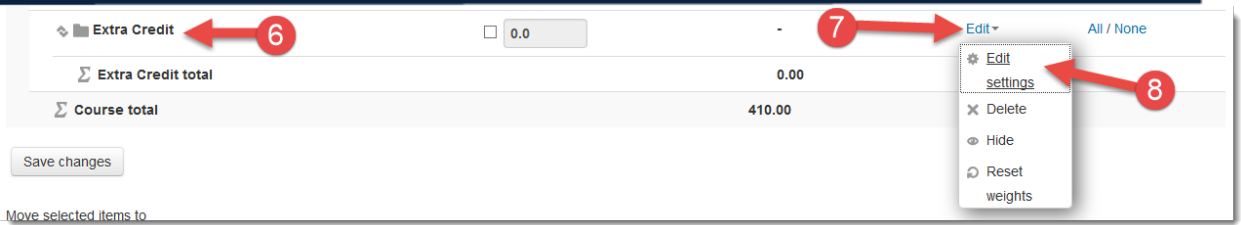
6. Scroll down to the **Extra Credit** category you just created.

7. Click **Edit**

8. Click **Edit Settings**
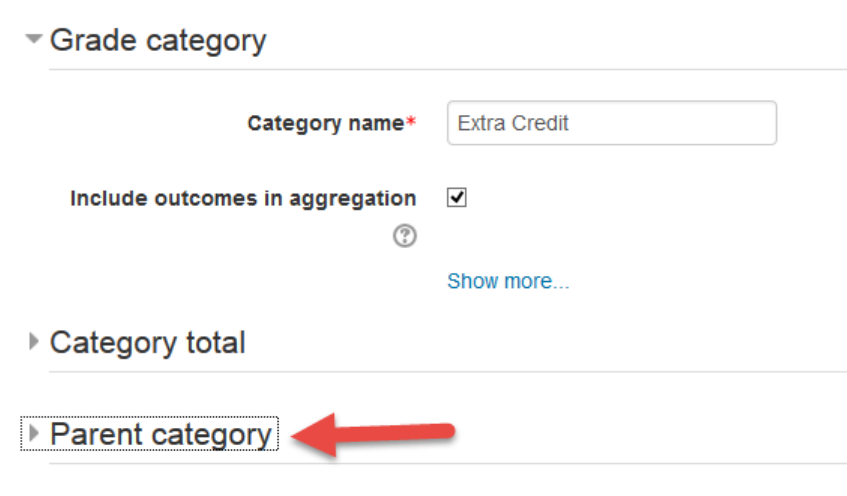
9. Click on **Parent category** to expand it.
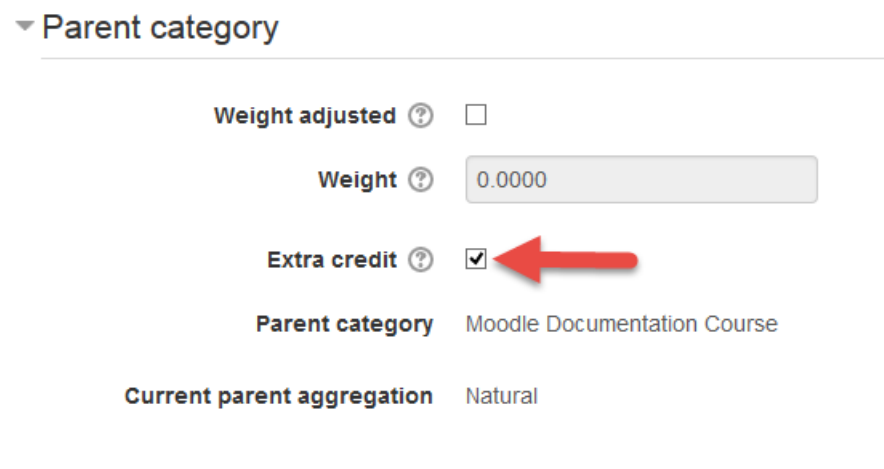
10. Check the **Extra credit** checkbox.

NOTE: The extra credit checkbox is not available when you initially create the category in steps 3-5. You must first create the category then edit it.
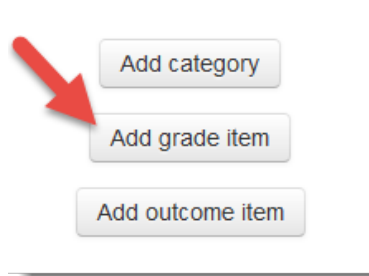
11. Click "Save changes"

Adding Extra Credit
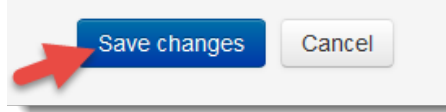
How do I Add Assignments to the Extra Credit Category?

Now that you have the special "Extra Credit" category set up, follow these steps to add assignments.

1. Return to the **Gradebook Setup tab** *(See steps 1 & 2)*

2. Scroll to the bottom and choose **Add grade item**.

3. Type the assignment name in the **Item name** field.

4. Set the maximum number of points it is worth in the **Maximum grade** field.

5. Under **Grade category** choose **Extra credit**.

▾ Parent category

Weight adjusted ⑦ ☐

Weight ⑦ `0.0`

Grade category `Extra Credit` ▾

6. Click **Save changes.** That's it! You can now grade the assignment as normal. Moodle will calculate them separately as extra credit.

Save changes Cancel