

Adding Extra Credit

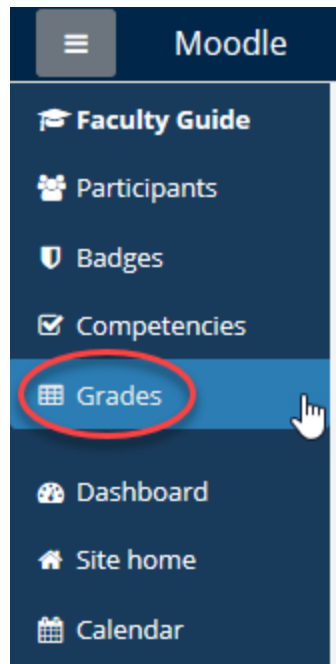
What is Extra Credit?

Extra credit assignments are optional, additional work. A student may complete this project to gain additional credit that will boost their grade.

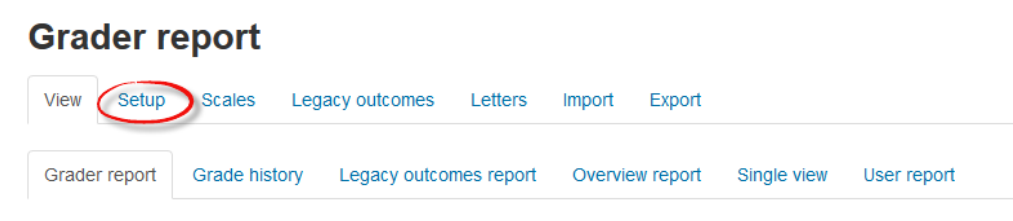
How do I Add an Extra Credit Category?

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.

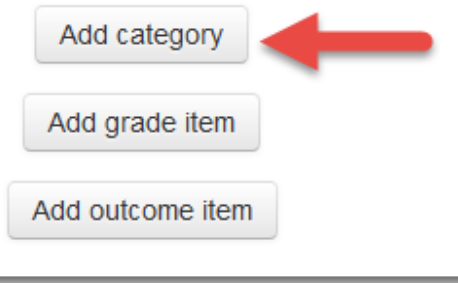


2. Click on the **Setup** tab underneath the **Grader report** heading.



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

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4. In the **Item Name** field type "Extra Credit". Leave everything else alone.
5. Click the **Save changes** button.

▼ **Grade category**

Category name* 4

Include outcomes in aggregation
 ? [Show more...](#)

▶ **Category total**

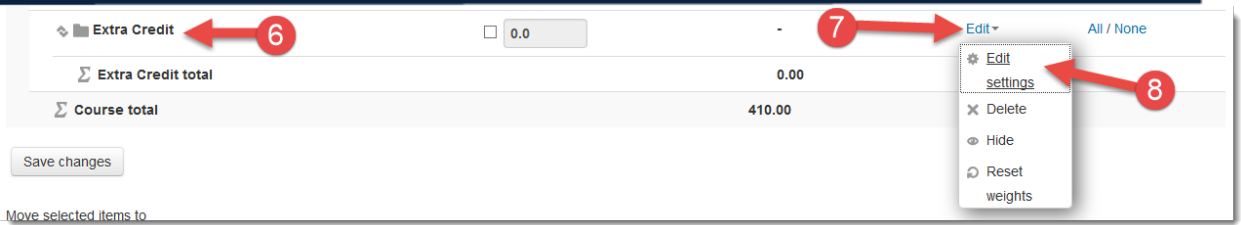
▶ **Parent category**

5

There are required fields in this form marked *.

6. Scroll down to the **Extra Credit** category you just created.
7. Click **Edit**
8. Click **Edit Settings**

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6. Click on the 'Extra Credit' category name.

7. Click on the 'Edit' dropdown menu.

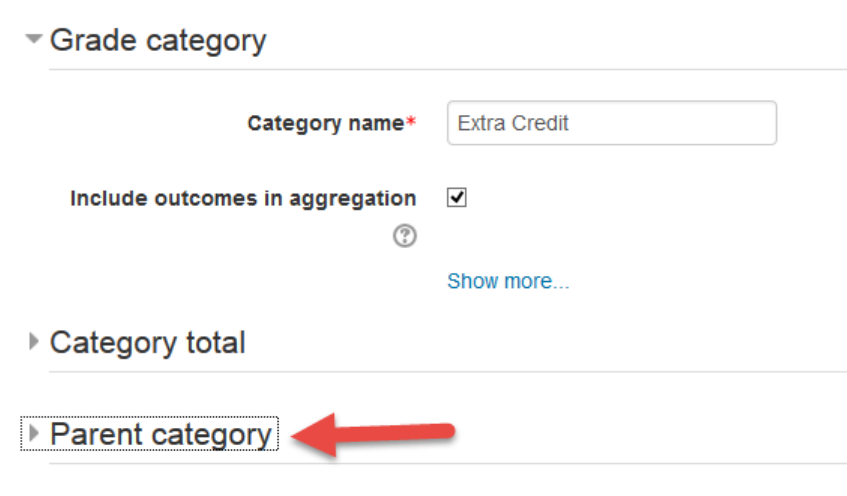
8. Click on 'Edit settings' in the dropdown menu.

Extra Credit	0.0	-	All / None
Σ Extra Credit total	0.00		
Σ Course total	410.00		

Save changes

Move selected items to

9. Click on **Parent category** to expand it.



Grade category

Category name*

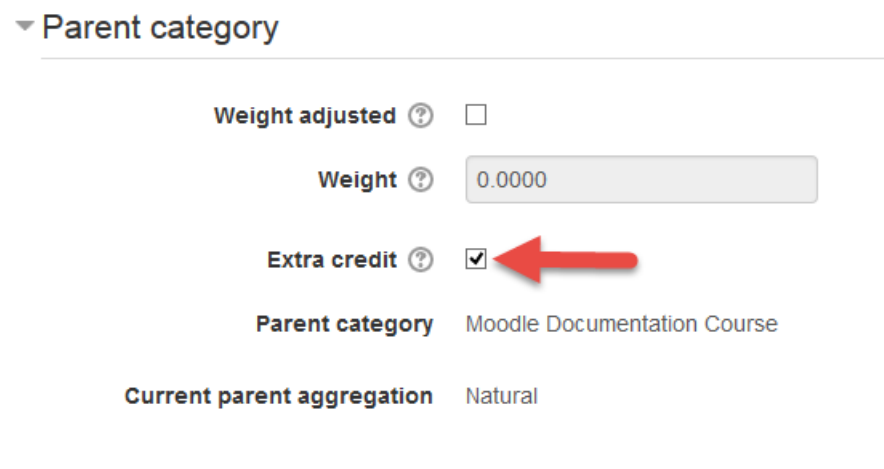
Include outcomes in aggregation

Show more...

Category total

Parent category

10. Check the **Extra credit** checkbox.



Parent category

Weight adjusted

Weight

Extra credit

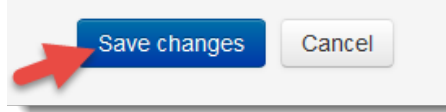
Parent category Moodle Documentation Course

Current parent aggregation Natural

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"

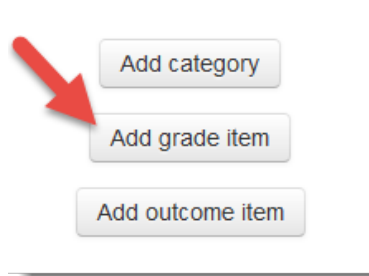
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How do I Add Assignments to the Extra Credit Category?

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.

▼ Grade item

Item name	<input type="text"/>	← 3
Grade type ?	Value ▾	
Scale ?	Use no scale ▾	
Maximum grade ?	<input type="text" value="100.00"/>	← 4
Minimum grade ?	<input type="text" value="0.00"/>	
Hidden ?	<input type="checkbox"/>	
Locked ?	<input type="checkbox"/>	
	Show more...	

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

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▼ Parent category

Weight adjusted ?

Weight ?

Grade category ▼

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

