

In Moodle, extra credit is designated and bonus points are applied to existing items in the gradebook. To open the grade book, click on **Grades** under **Course administration** in the left column. **Be sure to review Section IV below** for special considerations related to using extra credit in your gradebook.

I. Setting Extra Credit

1. Click on the **Setup** tab to adjust an existing grade item or to create a new one.
2. Locate the item you wish to designate as extra credit. (To create a new item, click on **Add grade item** at the bottom of the **Setup** page.)
3. Click on the **Edit** pull-down menu (Figure 1) associated with the item, then select **Edit settings**.
4. In the resulting dialogue box, check the box labeled **Extra credit**. (Note: To revise the number of points possible for a forum, assignment or other graded activity created on your course main page, return to the main page and edit the activity's **Grade** setting.)
5. **Save changes**.

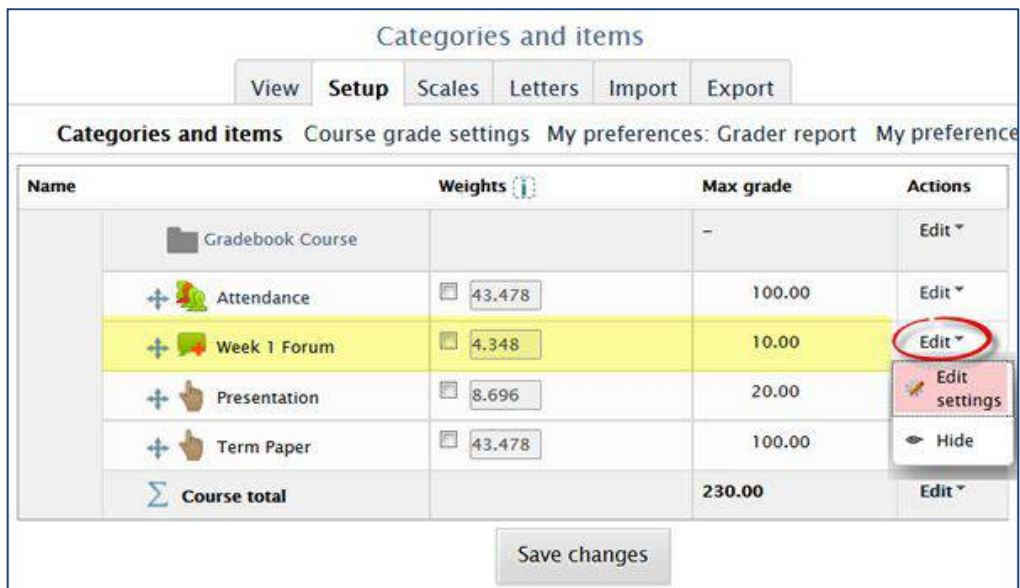


Figure 1: Edit Grade Item Settings

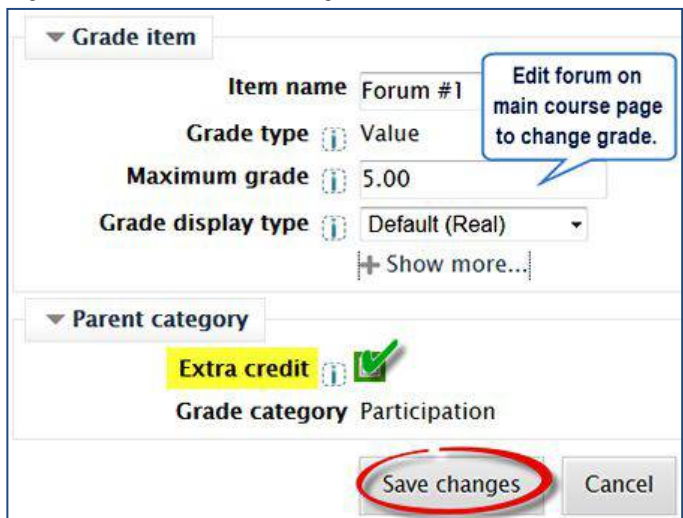


Figure 2: Assign Extra Credit

Figure 3 below shows how the extra credit item appears on the **Setup** page. Note that there is now a **± symbol** attached to the grade item's possible points and the **Course total** has been reduced from 230.00 to **220.00** as a result of the extra credit designation.

Similarly, the natural **weight of the extra credit grade item** no longer contributes to the course total; the weights of the remaining grade items have been automatically adjusted to make up for the difference.

Read on for more information about assigning bonus points and extra credit.



Figure 3: Review Item Status

II. Adding Extra Points to a Regular Assignment

Moodle makes it possible to assign bonus points on an assignment, **but** you can only do this in the grade book. It is not possible to exceed the maximum number of points set for an assignment link in the **View/grade all submissions** page or in **Joule Grader**.

A. Column Grader Method

1. Open the grade book in the Joule Gradebook view (this is the default view).
2. If the assignment you wish to grade has been assigned to a category, select its category from the **All Categories** drop-down menu above the student names on the left. If your assignments are not categorized, click on the button labeled **Show unclassified items** (Figure 4).
3. Click on the **Column Actions** icon at the top of the column of the assignment for which you wish to enter bonus grades (Figure 5).
4. From the list of column actions, click on **Column Grader** (Figure 5).
5. Enter scores and click on **Save** to record them (Figure 6).

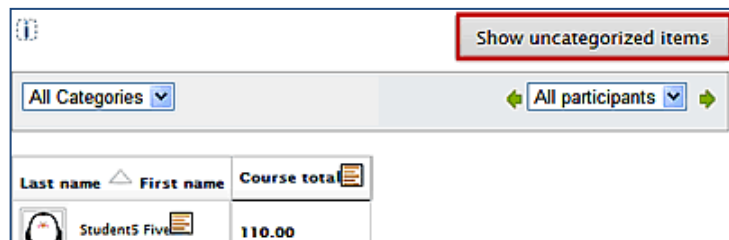


Figure 4: Show Unclassified Items

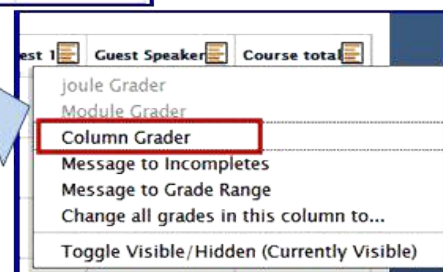
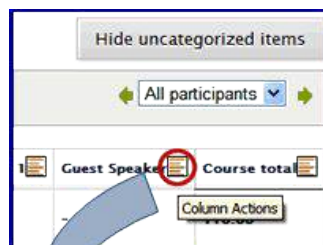


Figure 5: Column Action Options

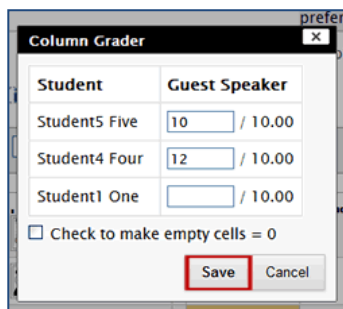


Figure 6: Enter Grades

B. Grader Report Method

1. Open the gradebook and click on **Grader report** view, then click on **Turn editing on** in the upper right corner (Figure 7).
2. Locate the item for which you wish to enter bonus points and enter scores (Figure 8).
3. Scroll down and click on **Update** to save the scores you have entered (Figure 8).

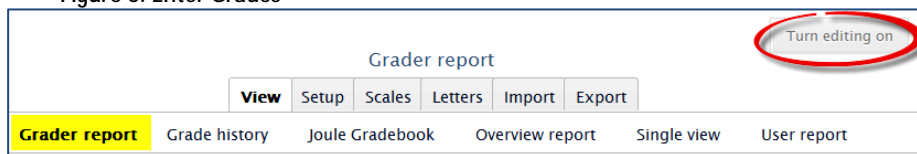


Figure 7: View Grader Report

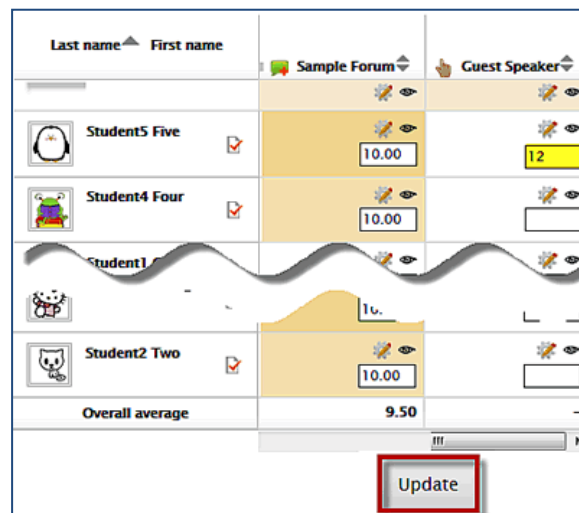


Figure 8: Enter Grade

Read on to find out more about fine-tuning your grade book for extra credit items.

Extra Credit & Bonus Points

III. Categories and Extra Credit

Extra credit items can be sprinkled throughout your grade book or they can be consolidated into a specific category. If you create a category for extra credit, the entire category should be designated as extra credit, while the individual items within the category should not be marked for extra credit.

Note: You have to create the category and save it before you can set it as extra credit. Once the category has been saved, use the **Edit** pull-down menu to bring up the **Edit settings** option (Figure 9). Open the **Parent category** option area and check the box for **Extra credit** (Figure 10). **Save changes**.

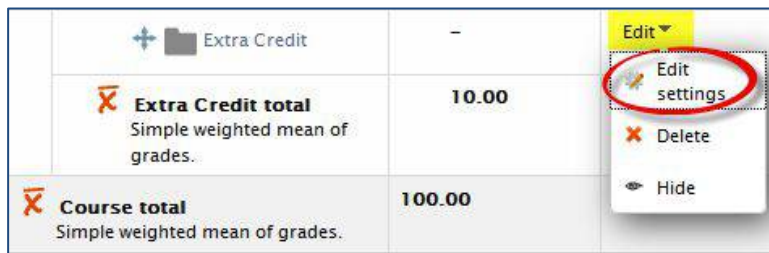


Figure 9: Edit Category Settings

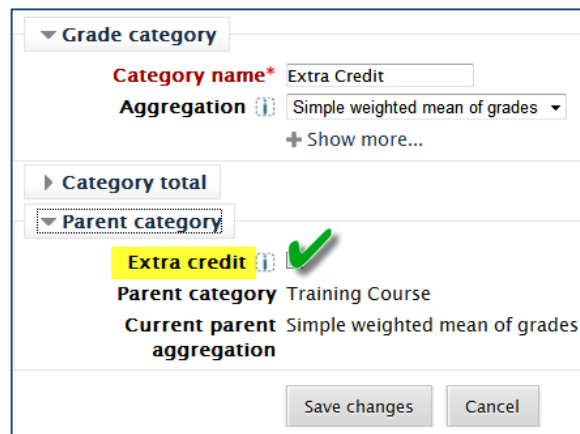


Figure 10: Mark Category as Extra Credit

IV. Special Considerations for Extra Credit

It's important to know that the points assigned to an extra credit assignment may skew a student's course total drastically and lead to misperceptions on the students' part about how well they are doing in the course. This possibility is significantly reduced when a number of grades are already recorded, but may lead to a false sense of accomplishment if there are few items graded and the extra credit inflates the value of the total for the category.

Suggestions for avoiding the pitfall of inordinate grade inflation include:

- Add a note of explanation on your course page to clarify how extra credit will affect students' grades.
- Early in the term, when there are few grades entered in the grade book, use the assignment feedback box to indicate the points that each student has earned for the assignment. Transfer those grades to the grade column near the end of the term.
- Wait to enter extra credits points until after the majority of points have been assigned in the gradebook.