

## Extra credit, bonus items, and exceeding 100%

In Brightspace, there are a few possible ways you can award extra credit or points to a student, and to allow a grade to exceed 100%. This guide will explain each of these situations, and how to set it up in your course.

- Allow extra credit points on an assignment
  - Create an extra credit assignment (bonus item)
  - Allow a grade Category to exceed 100%
  - Allow the Final Grade to exceed 100%
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### Allow extra credit points on an assignment

These instructions are for giving extra credit points (i.e. Award 105 points to something worth 100 points). With this setting, students are allowed to earn more than the maximum points on a grade item.

- 1.) Go to **Course Admin** -> **Grades** -> **Manage Grades**
- 2.) Go to the Grade Item you are working with and select **Edit Grade Item**.
- 3.) In the edit screen, scroll down to the **Grading** section and check the box labelled **“Can Exceed”**. Click **Save and Close**.

The screenshot shows the 'Grading' configuration panel in Brightspace. It includes the following elements:

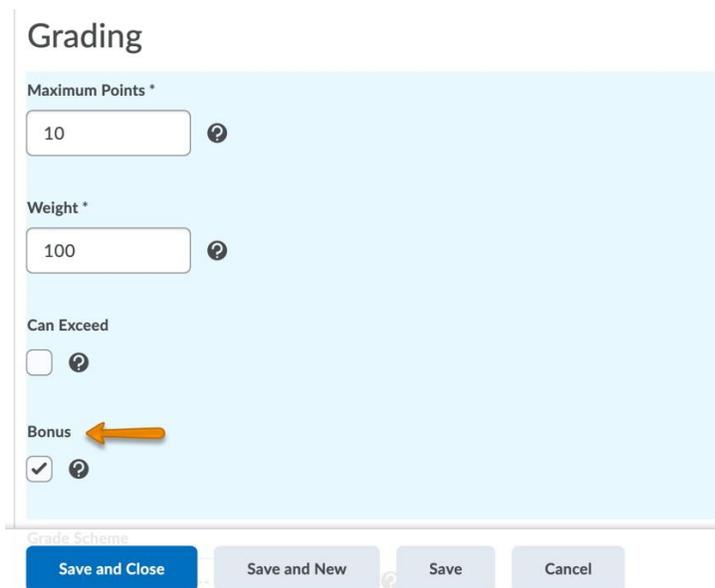
- Grading** section header.
- Maximum Points \*** input field with the value '100' and a help icon.
- Weight \*** input field with the value '100' and a help icon.
- Can Exceed** checkbox, which is checked and highlighted with a light blue background. An orange arrow points to this checkbox.
- A **Bonus** label below the 'Can Exceed' checkbox.
- Four action buttons at the bottom: **Save and Close** (highlighted in blue), **Save and New**, **Save**, and **Cancel**.

## Create an extra credit assignment (Bonus item)

In Brightspace, an extra credit assignment is called a **Bonus Item** – *all* points given are treated as extra credit. Using a Bonus Item will allow students to earn extra points without changing the final calculated grade.

*Note: If you put a Bonus Item in a gradebook category (this is common), be sure that you also complete the step of allowing a grade Category to exceed 100%.*

- 1.) Go to **Course Admin -> Grades -> Manage Grades**
- 2.) Go to the Grade Item you are working with and select **Edit Grade Item**.
- 3.) In the edit screen, scroll down to the **Grading** section and check the box labelled **“Bonus”**. Click **Save and Close**.



The screenshot shows the 'Grading' section of a Brightspace interface. It contains several input fields and checkboxes. The 'Maximum Points \*' field is set to 10. The 'Weight \*' field is set to 100. The 'Can Exceed' checkbox is unchecked. The 'Bonus' checkbox is checked, and an orange arrow points to it from the left. Below the form are four buttons: 'Save and Close' (highlighted in blue), 'Save and New', 'Save', and 'Cancel'.

## Allow a grade Category to exceed 100%

A grade Category contains one or several Grade Items in your gradebook. If you have bonus items in a category, you will want to make sure you have allowed that category to exceed 100%. This way the student’s bonus points will count toward their total grade, and not just that category.

- 1.) Go to Course Admin -> Grades -> Manage Grades
- 2.) Go to the Category you are working with and select Edit Category
- 3.) In the edit screen, scroll down to the Grading section and check the box labelled “Allow category grade to exceed category weight”.
- 4.) Click Save and Close.

## Grading

Weight



Allow category grade to exceed category weight



Save and Close

Save and New

Save

Cancel

### Allow the Final Grade to exceed 100%

If you have Bonus Items or Extra Credit in your course, you may want to allow students to exceed 100% for their final grade. Here are the instructions on how to allow a Final Grade to exceed 100%.

Note: Please do not change the name of your Calculated or Adjusted Grade items in the gradebook.

- 1.) Go to Course Admin -> Grades -> Manage Grades
- 2.) Go to Final Calculated Grade or Adjusted Calculated Grade, depending on how your gradebook is set up. Select Edit.
- 3.) In the edit screen, scroll down to the Grading section and check the box labelled "Can Exceed".
- 4.) Click Save and Close.

## General

Name \*

**Do not change the name**

Short Name



## Grading

Can Exceed

