

## How do I add extra credit to the gradebook using Natural or Simple Weighted Means of Grades aggregation?

**ADMINISTRATION**

- Course administration
  - Turn editing off
  - Activity chooser off
  - Edit settings
  - Users
  - Filters
  - Reports
  - Grades
  - Gradebook setup**
  - Outcomes
  - Badges

1. In the Administration block, click on **Gradebook setup** of the selected course.

2. You will see the Gradebook setup tab.

**Gradebook setup**

View Setup Scales Outcomes Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

3. In the Gradebook setup area, create a grade item or find the grade item you would like to assign as extra credit. Click on the **Edit** drop-down menu for that item and select **Edit settings** tab.

201454-Serving through Servant Leader-EDUC-7093-54128 - Edit

Course total Simple weighted mean of grades. 100.00 Edit

Extra Credit Demo 5.00 Edit

Save changes Add category

4. Scroll down to the Parent category for this grade item. Click the check box next to **Extra credit**. At the bottom of this page, click **Save changes**.

Parent category

Extra credit ?

5. Extra credit items will appear in the gradebook with a + icon next to the maximum number of points possible.

◆ <input checked="" type="checkbox"/> Extra Credit Demo	5.00 ±	<a href="#">Edit</a> ▾
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