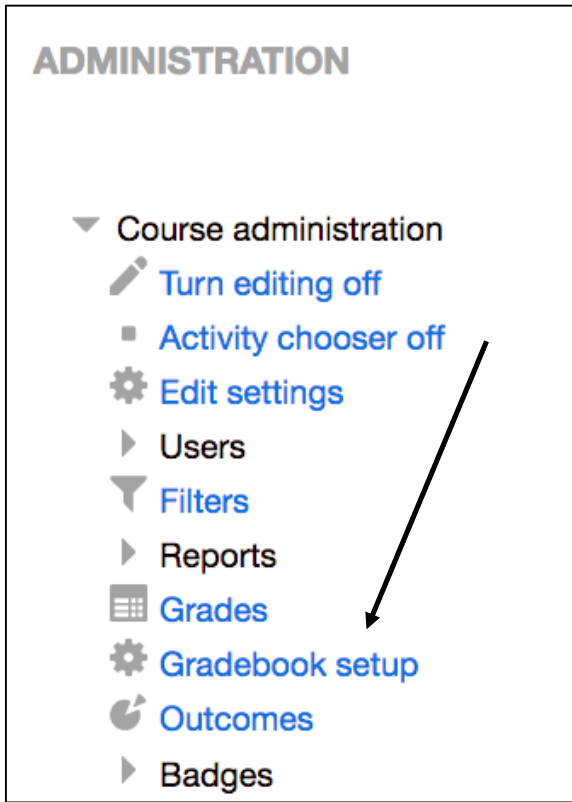


How do I add extra credit to the gradebook using Weighted Means of Grades aggregation?

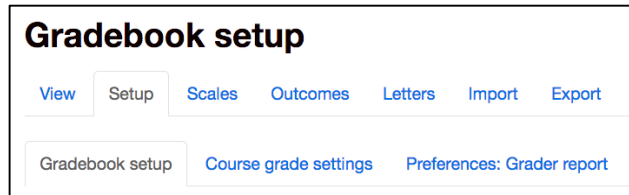


ADMINISTRATION

- ▼ 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.

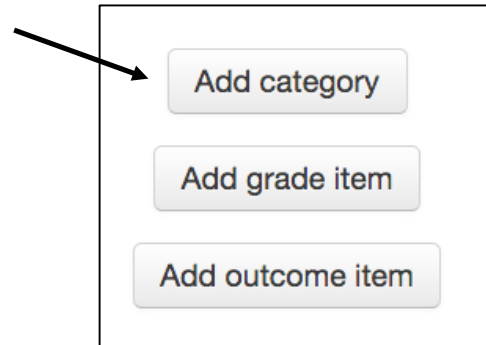


Gradebook setup

View Setup Scales Outcomes Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

3. Scroll down and click **Add Category**.

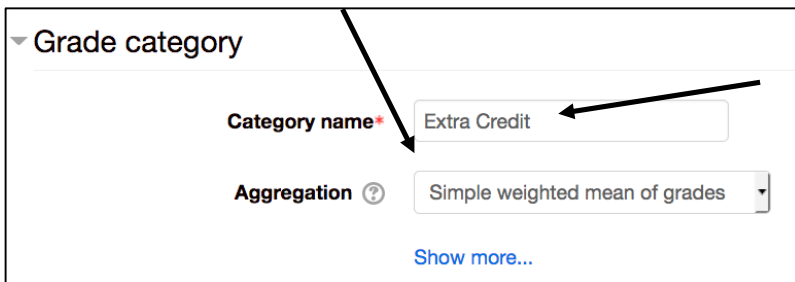


Add category

Add grade item

Add outcome item

4. In the **Grade category** section, name this new category **Extra Credit**. If it is not already set, change the aggregation to **Simple weighted means of grades**.



▼ Grade category

Category name*

Aggregation ?

[Show more...](#)

5. Scroll down to **Parent Category**. Click the Weight adjusted box and set the item weight to 1.0. Save your changes.

Parent category

Weight adjusted

Weight 1.0

Parent category 201454-Vpodcstng for Clsrm-CEC-EDCI-8395-54214

6. This will return you to the Gradebook setup page. You now have an Extra Credit folder (category) in your gradebook.

Extra Credit	1.0	-	Edit	All / None
Extra Credit total		100.00	Edit	
Simple weighted mean of grades.				

7. Next, we want to add a grade item to record those extra credit points. Scroll to the bottom of the setup page and click **Add grade item** for each extra credit assignment and set the maximum number of points possible. Create the grade item with the amount of extra credit points available

Add category

Add grade item

Add outcome item

Grade item

Item name Extra Credit Readings

ID number

Grade type Value

Scale Use no scale

Maximum grade 10.00

8. Scroll to the bottom of your page and in the **Parent Category** section, click the Grade Category drop-down menu and select the Extra Credit category. This will place the extra credit grade item in the proper category. Click Save changes.

The screenshot shows a form titled "Parent category". It contains three fields: "Weight adjusted" with a checkbox, "Weight" with a text input field containing "0", and "Grade category" with a dropdown menu. The dropdown menu is open, showing two options: "201454-Vpodcstng for Clsrm-CEC-EDCI-8395-54214 Exams" and "Extra Credit", with "Extra Credit" highlighted in blue. An arrow points from the "Grade category" label to the dropdown menu. At the bottom of the form are two buttons: "Save changes" and "Cancel".

9. This will once again return you to the Grade setup page. There is one more step you must complete. This step is important to ensure the item is set for extra credit. For each individual extra credit grade item, click **Edit > Edit settings** on that particular grade item.

The screenshot shows a table of grade items under the heading "Extra Credit". The table has columns for the item name, weight, and a dropdown menu. The first row is "Extra Credit total" with a weight of "1.0" and a value of "-". The second row is "Extra Credit Reading" with a weight of "10.00" and a value of "100.00". An arrow points from the "Edit settings" option in the dropdown menu for "Extra Credit Reading" to the right. Below the table is a "Save changes" button and a text input field for "Selected items to".

10. Scroll to the Parent Category once again. This time check the **Extra Credit** box. Note that this grade item is in the Extra Credit grade category. Click Save Changes.

The screenshot shows the "Parent category" form. The "Extra credit" checkbox is checked, and the "Grade category" is set to "Extra Credit". An arrow points from the top right towards the "Extra credit" checkbox.

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

Extra Credit		1.0	-	Edit ▾	All / None
454-Vpodcstng for Clsm-CEC-EDCI-8395-54214					
Extra Credit total	Simple weighted mean of grades.	100.00		Edit ▾	
Extra Credit Reading		10.00 ±		Edit ▾	<input type="checkbox"/>



12. Be sure to click the Save changes button at the bottom left corner of the grade setup page.

Extra Credit

Extra Credit total
Simple weighted mean of grades.

Extra Credit Reading

Save changes