Creating Extra Credit Grade Items

Extra credit can be given in D2L in two ways:

- **Can Exceed**: Allows the grade item, category, and final grade to exceed the maximum number of points for the assignment so extra points can be given.

- **Bonus Items**: Added on to the final grade if completed.

Both options will require adjustments to the final grade calculation and, if applicable, the grade category containing the grade item.

Add Extra Points to a Grade Item

Allow a **Grade Item** to Exceed Maximum Points

1. Select **Grades** from the course navigation bar.
2. Select **Manage Grades**.
   *Note: If a grade item has already been created but needs to be modified, select the **dropdown arrow** beside the grade item, then select **Edit**, and skip to step 9.*
3. Select **New**.
4. Select **Item**.
5. Select **Numeric** as the grade item type.
6. Enter a title for the grade item in the **Name** field.
7. (Optional) Select a **grade category** or create a new category to hours the grade item.
8. Enter the maximum points for the assignment in the **Maximum Points** field.
9. Select the box next to **Can Exceed** to allow points to exceed the points specified in the **Maximum Points** field.

Figure: Check the box next to Can Exceed to allow points

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931-372-3675 | ilearn@tntech.edu

10. Modify any other settings if needed, then click **Save and Close**.

Modify a Grade **Category** to Allow Extra Points

If a grade item set to exceed the maximum points is within a grade category, the category must also be set to exceed the maximum score. The final grade calculation will also need to be adjusted.

1. Select **Grades** from the course navigation bar.
2. Select **Manage Grades**
3. Click the down arrow next to the category you are working with and select **Edit**.
4. Under the Grading section, check the box labelled **Can Exceed**.
5. Click **Save and Close**.

Modify the **Final Calculated Grade** Item to Allow Extra Points

To properly calculate extra credit points, the Final Calculcated Grade item should be modified.

1. Select **Grades** from the course navigation bar.
2. Select **Manage Grades**
3. Click the down arrow next to Final Calculated Grade and select **Edit**.
4. Under the Grading section, check the box labelled **Can Exceed**.
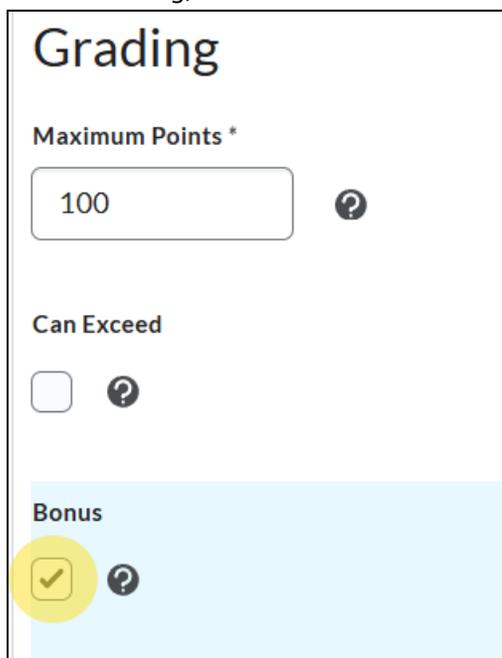5. Click **Save and Close**.

Add a Bonus Grade Item

Setting a grade item as Bonus makes the assignment optional for students. Bonus items are not included in the maximum points for a category or final grade but are added on top of the calculated final grade.

1. Select **Manage Grades**.
   Note: If a grade item has already been created but needs to be modified, select the ***dropdown arrow*** *beside the grade item, then select* ***Edit****, and skip to step 7.*
2. Select **New**.
3. Select **Item**.
4. Select **Numeric** as the grade item type.
5. Enter a title for the grade item in the **Name** field.
6. (Optional) Select a **grade category** or create a new category to hours the grade item.

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7. Under Grading, check the box next to **Bonus**.

Figure: Select the Bonus checkbox

8. *(Optional)* Check the box next to **Can Exceed** if submissions can exceed the maximum points specified in.
9. Modify any other settings if needed, then click **Save and Close**.

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