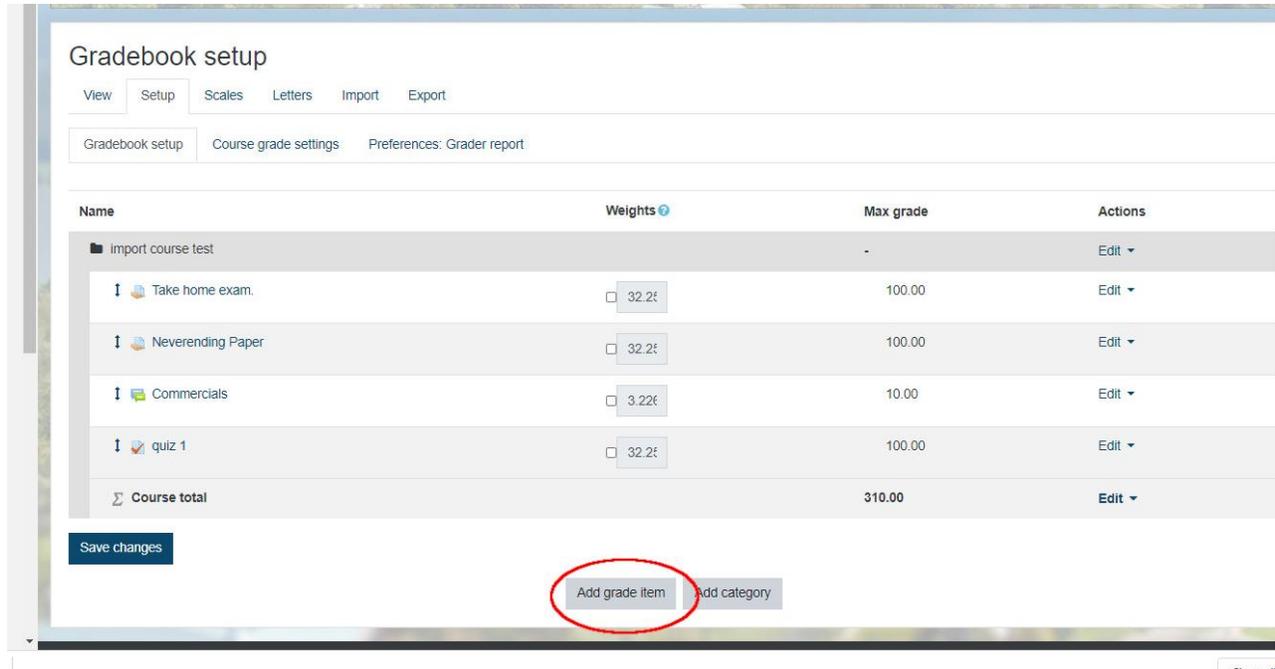


## Adding Extra Credit to a Moodle graded item

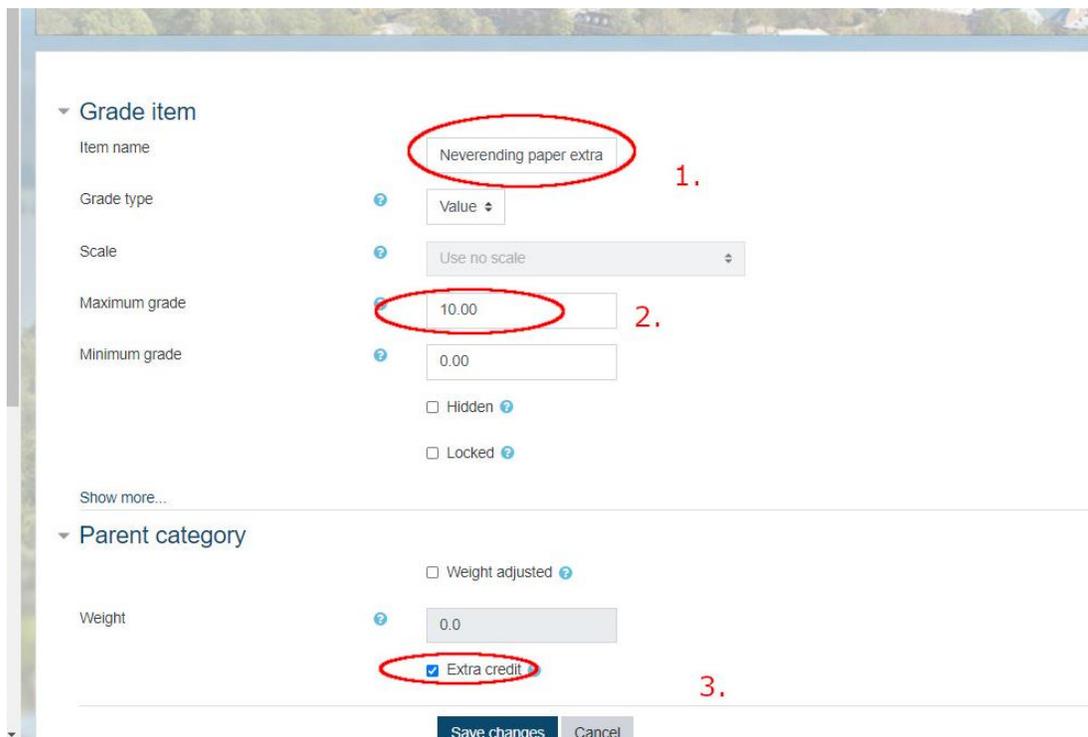
You can add extra credit to any graded item in Moodle.

### Natural Gradebook

1. Go to the Gradebook. Click on the Add Grade Item button on the bottom of the page.



2. Name the grade item – you can name it whatever the original grade item is called along with Extra Credit. Add the maximum grade point value. Click on the extra credit tick box. Click Save.



3. Your extra credit grade item appears at the bottom of the gradebook page. Note the plus/minus sign next to it. You can leave it there, but it is probably better to move it closer to the actual grade item. Here is how you do this. Click on the double arrow to the left of the grade item you are moving.

The screenshot shows the 'Gradebook setup' page with a table of items. The table has columns for Name, Weights, Max grade, and Actions. The 'Neverending paper extra credit' item is circled in red. Below the table is a 'Save changes' button and 'Add grade item' and 'Add category' buttons.

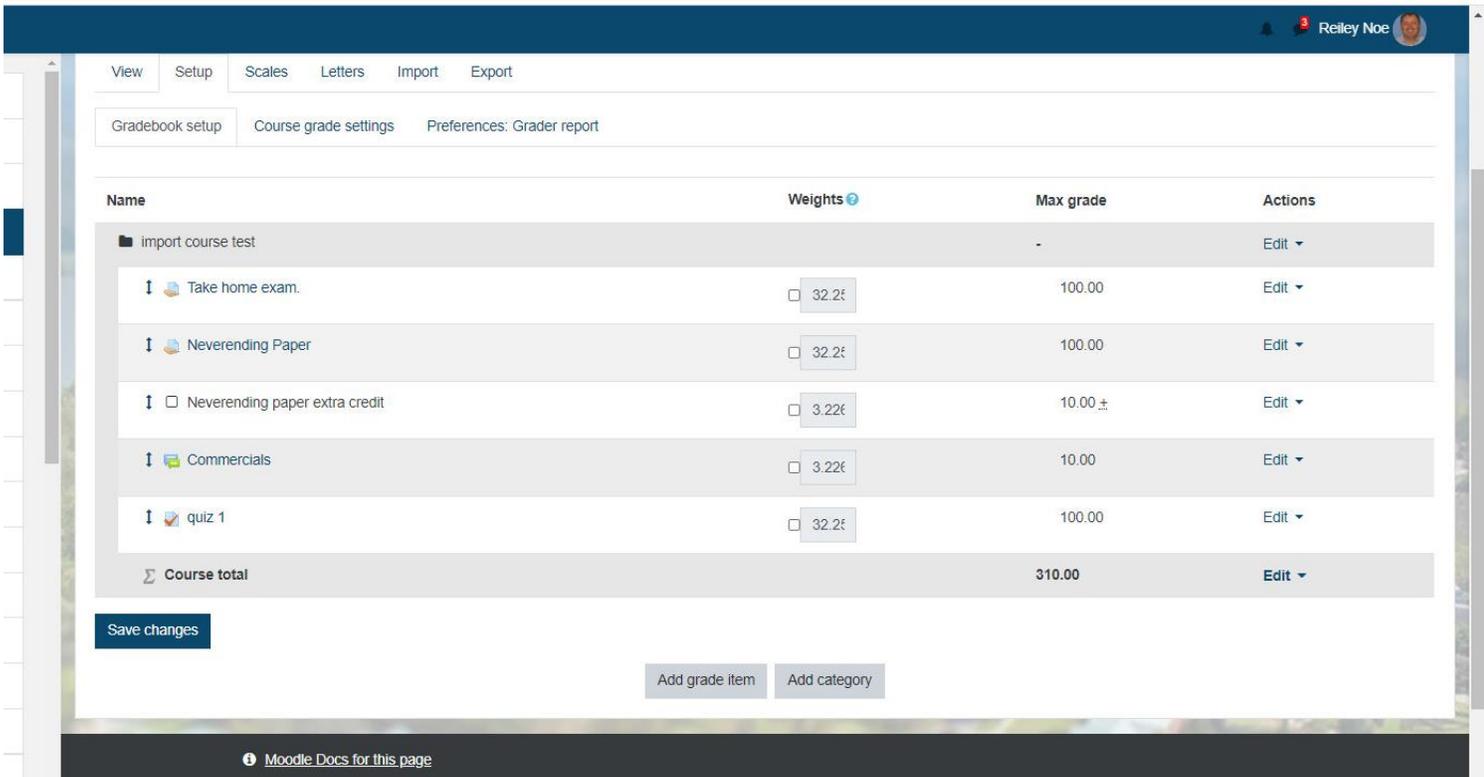
Name	Weights	Max grade	Actions
import course test		-	Edit
Take home exam.	32.2%	100.00	Edit
Neverending Paper	32.2%	100.00	Edit
Commercials	3.22%	10.00	Edit
quiz 1	32.2%	100.00	Edit
Neverending paper extra credit	3.22%	10.00 ±	Edit
Course total		310.00	Edit

4. Click on the faint C shaped icon below the original grading item.

The screenshot shows the 'Gradebook setup' page with a list of items. The 'Neverending paper extra credit (Move)' item is circled in red. A 'Cancel' button is visible at the bottom right.

Name
import course test
Take home exam.
Neverending Paper
Neverending paper extra credit (Move)
Commercials
quiz 1

## 5. The grade item appears there...



The screenshot shows the Moodle Gradebook setup page. The user is logged in as 'Reiley Noe'. The page has tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Under 'Setup', there are sub-tabs for 'Gradebook setup', 'Course grade settings', and 'Preferences: Grader report'. The main content is a table with the following columns: 'Name', 'Weights', 'Max grade', and 'Actions'. The table lists several grade items:

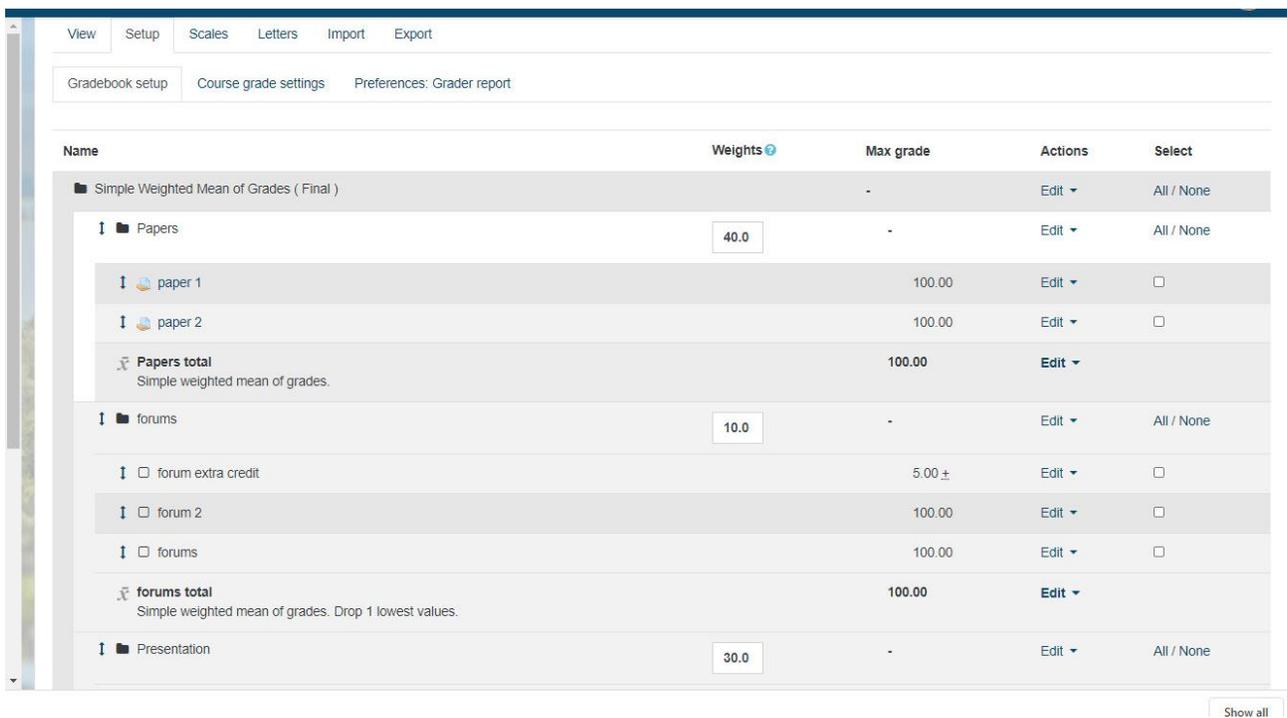
Name	Weights	Max grade	Actions
import course test		-	Edit
Take home exam.	32.2%	100.00	Edit
Neverending Paper	32.2%	100.00	Edit
Neverending paper extra credit	3.22%	10.00±	Edit
Commercials	3.22%	10.00	Edit
quiz 1	32.2%	100.00	Edit
<b>Course total</b>		<b>310.00</b>	<b>Edit</b>

Below the table, there is a 'Save changes' button and two buttons: 'Add grade item' and 'Add category'. At the bottom, there is a link to 'Moodle Docs for this page'.

## Simple Weighted Mean of Grades Gradebook

Essentially you will do the same thing - create a grade item for the extra credit item and name it. But you'll want to move it into a grade category with the original grade item for this to work.

1. We are going to give 10 points extra credit on Paper 2.



The screenshot shows the Moodle Gradebook setup page for a 'Simple Weighted Mean of Grades (Final)' category. The user is logged in as 'Reiley Noe'. The page has tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Under 'Setup', there are sub-tabs for 'Gradebook setup', 'Course grade settings', and 'Preferences: Grader report'. The main content is a table with the following columns: 'Name', 'Weights', 'Max grade', 'Actions', and 'Select'. The table lists several grade items:

Name	Weights	Max grade	Actions	Select
Simple Weighted Mean of Grades ( Final )		-	Edit	All / None
Papers	40.0	-	Edit	All / None
paper 1		100.00	Edit	<input type="checkbox"/>
paper 2		100.00	Edit	<input type="checkbox"/>
<b>Papers total</b> Simple weighted mean of grades.		<b>100.00</b>	<b>Edit</b>	
forums	10.0	-	Edit	All / None
forum extra credit		5.00±	Edit	<input type="checkbox"/>
forum 2		100.00	Edit	<input type="checkbox"/>
forums		100.00	Edit	<input type="checkbox"/>
<b>forums total</b> Simple weighted mean of grades. Drop 1 lowest values.		<b>100.00</b>	<b>Edit</b>	
Presentation	30.0	-	Edit	All / None

At the bottom right, there is a 'Show all' button.

2. Click on Add Grade Item.

The screenshot shows a course gradebook interface. At the top right, the user's name 'Reiley Noe' is visible. The main area contains a table of grade items:

Item	Weight	Maximum Grade	Minimum Grade	Grade Category
participation total Simple weighted mean of grades.	100.00			
tests	15.0	-		All / None
Final exam	100.00			
midterm	100.00			
tests total Simple weighted mean of grades.	100.00			
take home	0.0	100.00		
Course total Weighted mean of grades.	100.00			

Below the table, there is a 'Save changes' button and a 'Move selected items to' dropdown menu. The 'Add grade item' button is circled in red.

3. Name the assignment. Again, you might just want to add the original grade item name and extra credit. Give it the number of extra credit points under the Maximum Grade. On the Grade Category drop down menu, select the Grade Category where the original grade item is stored.

The screenshot shows the 'Add Grade Item' form with the following fields and annotations:

- Item name:** 'Paper 2 - Extra credit' (Annotated with '1. Name the Assignment')
- Grade type:** 'Value'
- Scale:** 'Use no scale'
- Maximum grade:** '10.00' (Annotated with '2. Give the number of points')
- Minimum grade:** '0.00'
- Parent category:** 'Papers' (Annotated with '3. In the menu, change the grade category to papers -- where paper 2 is located')
- Buttons:** 'Save changes' (circled in red) and 'Cancel'

Additional UI elements include a 'Collapse all' button at the top right and a 'Show all' button at the bottom right.

4. It moves the extra credit item to the right place. BUT you need to do a couple things more to make this extra credit. Click on the Edit link across from the extra credit assignment.

The screenshot shows the 'Gradebook setup' page with a table of assignments. The table has columns for Name, Weights, Max grade, Actions, and Select. The 'Paper 2 - Extra credit' row is highlighted, and its 'Edit' link is circled in red.

Name	Weights	Max grade	Actions	Select
Simple Weighted Mean of Grades ( Final )		-	Edit	All / None
Papers	40.0	-	Edit	All / None
paper 1		100.00	Edit	<input type="checkbox"/>
paper 2		100.00	Edit	<input type="checkbox"/>
Paper 2 - Extra credit		10.00	Edit	<input type="checkbox"/>
Papers total Simple weighted mean of grades.		100.00	Edit	
forums	10.0	-	Edit	All / None
forum extra credit		5.00 ±	Edit	<input type="checkbox"/>
forum 2		100.00	Edit	<input type="checkbox"/>
forums		100.00	Edit	<input type="checkbox"/>

5. Click on Edit Settings on the menu that appears.

The screenshot shows the 'Gradebook setup' page with the 'Edit' dropdown menu open for the 'Paper 2 - Extra credit' row. The 'Edit settings' option is circled in red.

Name	Weights	Max grade	Actions	Select
Simple Weighted Mean of Grades ( Final )		-	Edit	All / None
Papers	40.0	-	Edit	All / None
paper 1		100.00	Edit	<input type="checkbox"/>
paper 2		100.00	Edit	<input type="checkbox"/>
Paper 2 - Extra credit		10.00	Edit	<input type="checkbox"/>
Papers total Simple weighted mean of grades.		100.00	Edit	
forums	10.0	-	Edit	All / None
forum extra credit		5.00 ±	Edit	<input type="checkbox"/>
forum 2		100.00	Edit	<input type="checkbox"/>
forums		100.00	Edit	<input type="checkbox"/>

6. Click on the Extra Credit tick box and save.

This is a supremely important step. If you don't do this, the extra credit value that you are assigning is not given on top of the score for the second paper but included as an equal grade item along with the other items in the category. Not what you want to do.

The screenshot shows a configuration form for a grade item. Under the 'Parent category' section, the 'Extra credit' checkbox is checked and circled in red. Below it, the 'Grade category' is set to 'Papers'. At the bottom of the form, the 'Save changes' button is also circled in red.

7. And there it is. Note the plus/minus sign that denotes extra credit.

The screenshot shows the 'Gradebook setup' page with a table of grade items. The 'Paper 2 - Extra credit' item is highlighted, showing a weight of 10.00 with a plus/minus sign (±) next to it, indicating it is an extra credit item.

Name	Weights	Max grade	Actions	Select
Simple Weighted Mean of Grades ( Final )		-	Edit	All / None
Papers	40.0	-	Edit	All / None
paper 1		100.00	Edit	<input type="checkbox"/>
paper 2		100.00	Edit	<input type="checkbox"/>
Paper 2 - Extra credit	10.00 ±		Edit	<input type="checkbox"/>
Papers total		100.00	Edit	
Simple weighted mean of grades.				
forums	10.0	-	Edit	All / None
forum extra credit		5.00 ±	Edit	<input type="checkbox"/>
forum 2		100.00	Edit	<input type="checkbox"/>