# Extra Credit for Scholar Gradebook

(Scholar 2.9)

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Three ways to provide extra credit in a Scholar gradebook.

The cleanest way is to create an activity or quiz (any graded opportunity) and then to designate that as extra credit points. That means that the points are added to the students "earned" points but is NOT added to the students "available" course points.

1. The most popular solution is to create an assignment in Scholar but do not collect any work. Title it something like "extra credit – Activity X' and then in the description box describe that the extra credit is being awarded for work done in class or for attendance at something or doing extra effort etc.

2. Open the gradebook in the administration block on the front page of the course

Grader report ▼

## Grader report

3. Pull down the menu under the word "grader report" and choose the **Start Up: Categories and Items**

Categories and items ▼

## Categories and items

| Name | Max grade | Actions |
|---|---|---|
| 📁 16/T4 Organizatn & Behavior (MAGT-333-WEB) | - | Edit ▼ |
| 𝑥̄ Course total<br>Simple weighted mean of grades. | 755.00 | Edit ▼ |
| ✥ 📄 Emotional Intelligence | 20.00 | Edit ▼ |

4. Pull down the *Edit* command on the right hand side of the gradebook across from the items that you wish to designate as extra credit. Use the *Edit Settings* choice.

▼ Grade item

| | |
|---|---|
| **Item name** | Emotional Intelligence |
| **Grade type** ⑦ | Value |
| **Scale** ⑦ | |
| **Maximum grade** ⑦ | 20.00 |
| **Minimum grade** ⑦ | 0.00 |
| **Hidden** ⑦ | ☐ |
| **Locked** ⑦ | ☐ |

Show more...

▼ Parent category

| | |
|---|---|
| **Extra credit** ⑦ | ☐ |

Save changes   Cancel

5. Then check on the box located under the column called "extra credit". Remember to click save at the bottom of the page.

Another way to get to the same extra credit screen for an already created assignment that you have decided to now designate as extra credit would be to open the *grader repo*rt and *turn editing on*. Then click on the *settings gear* in the column that is the extra credit assignment.

Then you will again arrive at this page where you designate the extra credit option.



The third way to award to extra credit points is to enter more points for the graded opportunity than the student had originally earned. For example, if a student

earned 97 points on a 100 point test but you wish to award an extra 5 points of extra credit you would go to the gradebook, turn editing on and then manually change the student's test score to the new value. We had upgraded the gradebook so it will accept a value of the originally designated maximum value.

You need to remember to click update when you finish changing the score. The box containing the altered grade should change color to remind the teacher that the score in that box was altered.