

## extra-credit

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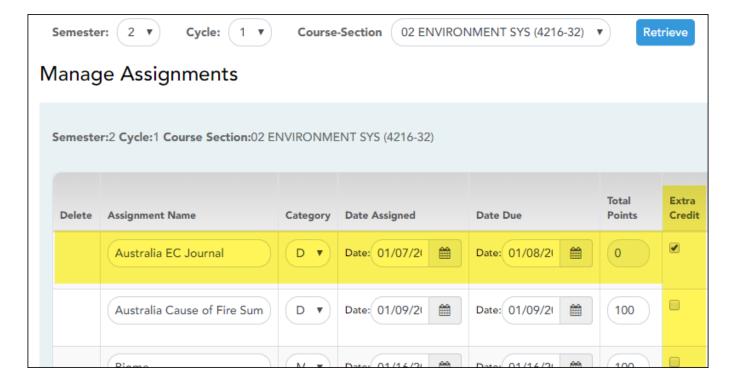
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There are several ways to award extra credit:

- Create an extra credit assignment on Settings > Manage Assignments
- Add extra points to an assignment grade on Grades > Assignment Grades
- Add extra points to the cycle average on Grades > Cycle & Semester Grades

## **Create extra credit assignment:**

#### Settings > Manage Assignments



#### Extra Credit

Select if the assignment is for extra credit.

**NOTE:** If the assignment is for extra credit, the **Total Points** is set to zero and cannot be changed.

Extra credit assignments add points to the average for the category selected. If a student has no grade or a zero for the extra credit assignment, it does not count against him when his average is calculated.

See the Extra Credit section of the Calculate Averages guide for an explanation of calculating averages with extra credit for each weighting type.

This field is not available for standards-based courses or assignments that have a rubric chart assigned.

## Add extra points to an assignment:

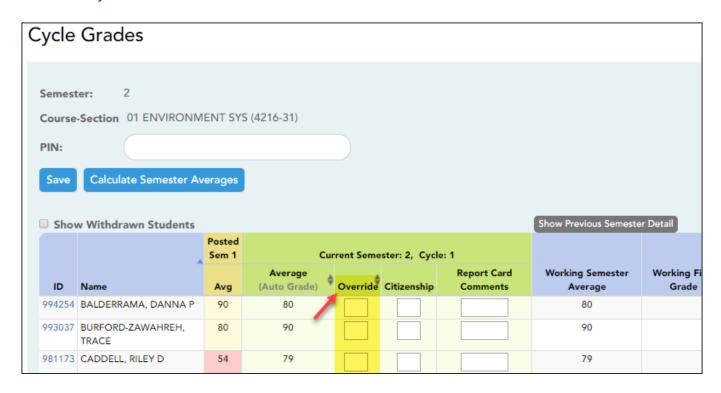
#### Grades > Assignment Grades

If you enter an assignment with the Total Points field set to 100, you can enter a grade that is greater than 100. In this case, it is not necessary to enter an extra credit assignment.

If you want to give an extra credit assignment that will be included in the cycle average for the students who do the assignment (but not for those who do not do it), create a regular assignment (not extra credit), and then exclude the grade for all students who do not complete the assignment.

## Add extra points to cycle average:

#### Grades > Cycle & Semester Grades



To award extra credit points to the overall cycle average, use the cycle **Override** field on the Cycle Grades page.