



## Add Extra Credit Activities to the Grade Book

CityU grade books are, by default, designed to total 1,000 points. As an instructor, if you wish to add extra credit activities to your courses this may be achieved by creating a new category in your grade book and adding the extra credit activity/activities to this category of your grade book.

### Create a New Grade Book Category

To begin, click on Grades > Manage Grades to create a new grade book category titled *Extra Credit Activities*, or a similarly descriptive and relevant title for your course.

Course Home Content Assignments **Grades** Reading List Library Communication ▾ Help ▾ Course Admin

View Achievements By: Grades Mastery

Enter Grades **Manage Grades** Schemes Setup Wizard ⚙ Settings 🔗 Help

**New** ▾ More Actions ▾

- Item
- Category**

	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Assignments ▾			1,000

Name the new category, then click save and close.

The screenshot shows the 'New Category' form in Canvas LMS. The form is divided into two tabs: 'Properties' and 'Restrictions'. The 'Properties' tab is active and contains the following sections:

- General**
  - Name\***: A text input field containing 'Extra Credit Activities', highlighted with a red box.
  - Short Name**: An empty text input field.
  - Description**: A rich text editor with a toolbar and a text area.
  - Allow users to view description
- Grading**
  - Can Exceed**:
  - Exclude from Final Grade Calculation**:
  - Distribution**
    - Distribute points across all items
    - Points per item

At the bottom of the form, there are four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'. The 'Save and Close' button is highlighted with a red box.

## Create Grade Book Item

Return to the grade book and from Manage Grades, create a new item.

View Achievements By: **Grades** Mastery

Enter Grades **Manage Grades** Schemes Setup Wizard ⚙ Settings 🔗 Help

**New** ▾ More Actions ▾

Item

Category

Grade Item	Type	Association	Max. Points
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Select the new grade item type. For consistency with CityU's default setting of a point-based grade book, select the Numeric grade item type.

Manage Grades > New Item

## New Item

Choose a Grade Item Type

- Numeric**  
 Grade users by assigning a value out of a specified total number of points.  
 E.g. 8/10
- Selectbox**  
 Grade users by selecting the grade scheme level that best matches their achievement.  
 E.g. "Very Good" or "B+"
- Pass/Fail**  
 Grade users using a simple pass/fail grade scheme.  
 E.g. "Pass" or "Fail"
- Formula**  
 Automatically grade users using a custom formula based on achievement on other grade items.  
 E.g. Give users who received at least 50% on all participation grade items a perfect attendance bonus.  
 $IF( MIN( [P1.Percent], [P2.Percent] ) < 50, 0, 1$
- Calculated**  
 Calculate users' cumulative achievement across multiple grade items.  
 E.g. Midterm Grade  
 $A1+A2+Q1+Q2 / Total Max. Points * 100 = 73\%$
- Text**  
 Provide comments in the grade book that are not calculated in the final grade.  
 E.g. "Course Evaluation Completed"

Complete the details for your extra credit activity. If you wish to set any restrictions for earning this credit, also complete the information on the Restrictions tab when creating the new item. For example, if you wish to limit when students can submit the extra credit work, you may set a start and end date on the Restrictions tab. Descriptions for the extra credit work could be provided to students in an announcement, a discussion post, or as a page added to a module.

Course Home Content Assignments Grades Reading List Library Communication Help

Edit Item: Extra Credit Activity - Module 7

Properties Restrictions Objectives

General

Type  
Numeric

Name  
Extra Credit Activity - Module 7

Short Name

Category  
Extra Credit Activities [New Category]

Show Description

Grading

Maximum Points  
20

Can Exceed

Bonus

Exclude from Final Grade Calculation

Grade Scheme

Save and Close Save and New Save Cancel

If you wish to use the Assignment tool to provide students with the description of the work for extra credit points, then instead of following the steps to create a new item from the Manage Grades section of your grade book, create a new Assignment and associate with the grade book and assign the category of Extra Credit Activities to the new Assignment.

### Review the Grade Book

When you have completed adding the extra credit activity/activities, return to the Manage Grades view of your grade book to view the results. The total in the Final Calculated Grade column should exceed 1,000 points by the number of extra credit points you have added to your course.

<input type="checkbox"/>	Extra Credit Activities			20
<input type="checkbox"/>	Extra Credit Activity - Module 7	Numeric	-	20
<input type="checkbox"/>	Final Calculated Grade			1,020
<input type="checkbox"/>	Final Adjusted Grade			