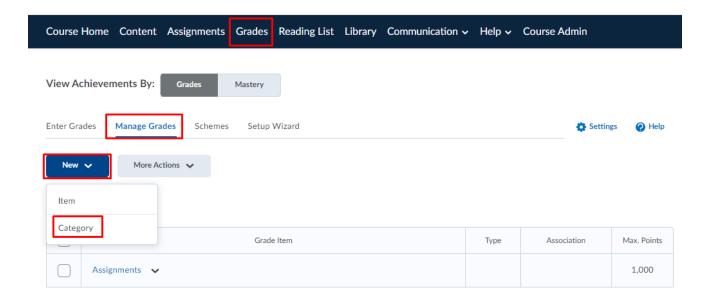


Add Extra Credit Activities to the Grade Book

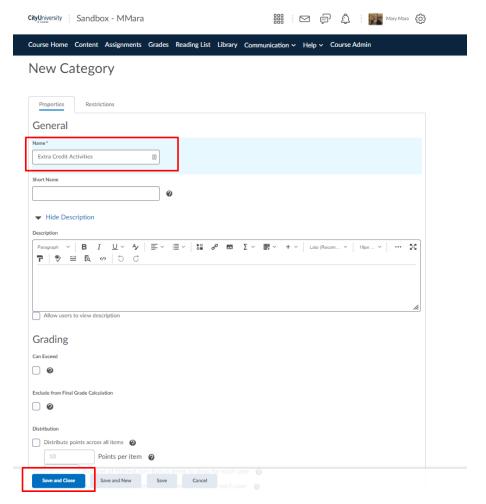
CityU grade books are, by default, designed to total 1,000 points. As an instructor, if you wish to add extra credit activities to your courses this may be achieved by creating a new category in your grade book and adding the extra credit activity/activities to this category of your grade book.

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.

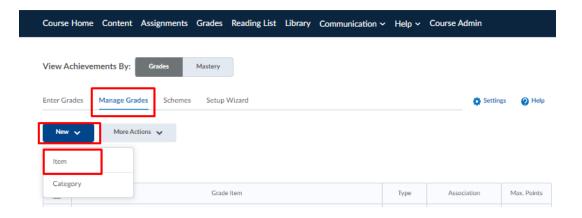


Name the new category, then click save and close.

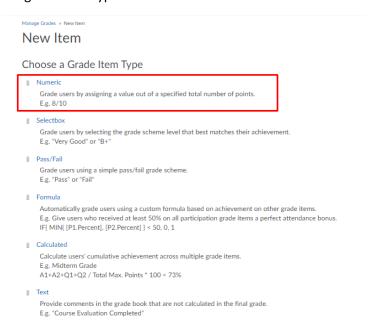


Create Grade Book Item

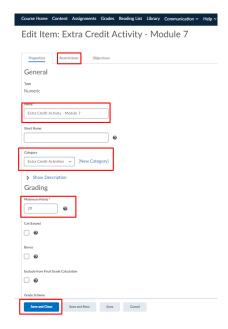
Return to the grade book and from Manage Grades, create a new item.



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.



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.



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.

