Using Extra Credit in the Moodle Gradebook

There are two main ways to setup extra credit in the Moodle gradebook. If your extra credit grade items are in a category of their own, the category should be marked as extra credit but the individual grade items should not. Instructions for this can be found beneath the **Using an Extra Credit Category** heading below.

If you have extra credit items inside of a category that also contains non extra credit grade items, only the extra credit grade items should be marked as extra credit. Instructions for this can be found beneath the **Using Extra Credit Grade Items in a Category with Non-Extra Credit Grade Items** heading on page 4 of this document.

Using an Extra Credit Category

 If all of the extra credit items in your Gradebook are placed in one category, only the category should be marked as extra credit. The individual grade items should not be marked as extra credit.

To use an extra credit category in this manner, the category needs to be set to count as extra credit. To do this, go to the **Gradebook** link in the Course Tools menu on the course home page. In the gradebook, select the **Setup** tab.

Locate your extra credit category. In the **Edit** menu for the extra credit category, select **Edit Settings**:
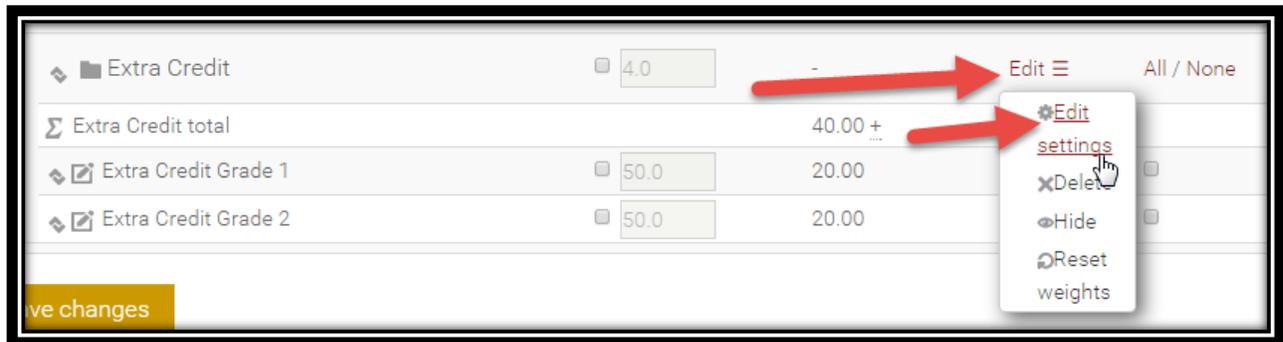
On this page, expand the **Parent category** heading to locate the **Extra credit** checkbox. Check this box:

When finished, used the **Save changes** button to save the settings.

Next, each grade item in the category needs to be set as not extra credit. To do this, select the **Edit settings** link in the **Edit** menu for the first grade item in the category (Extra Credit Grade 1 in this example):

On the page which loads, be sure that the **Extra credit** option under the **Parent category** heading is unchecked:

When finished, use the **Save changes** button to save the setting. Repeat this for each grade item in the extra credit category.

Note: Categories and grade items are easily identified as being set as extra credit by the "±" symbol next to their point totals:

Using Extra Credit Grade Items in a Category with Non-Extra Credit Grade Items

If your Gradebook is setup so that extra credit items are mixed into categories that also contain non-extra credit grade items, only the extra credit items should be marked as such.

To set this up, the category should not be set to count as extra credit. To verify this, go to the **Grades** link in the Administration block on the course home page, and select the **Setup** tab in the Gradebook.

Locate the category which contains both extra credit and regular grade items. In the **Edit** menu for the category, select **Edit Settings**:

On this page, expand the **Parent category** heading to locate the **Extra credit** checkbox. Be sure that this box is unchecked:

When finished, use the **Save changes** button at the bottom of the page to save the setting.

Next, verify that the extra credit items in the category are marked as extra credit. To do this, select the **Edit settings** link in the **Edit** menu for the first grade item in the category that is extra credit (Extra Credit Grade 2 in this example):

On the page which loads, be sure that the **Extra credit** option under the **Parent category** heading is checked:

When finished, use the **Save changes** button to save the setting. Repeat this for each extra credit grade item in the category.

If you need assistance with this process or have additional questions about the Moodle Gradebook, please contact the CLT at 405.682.7838.