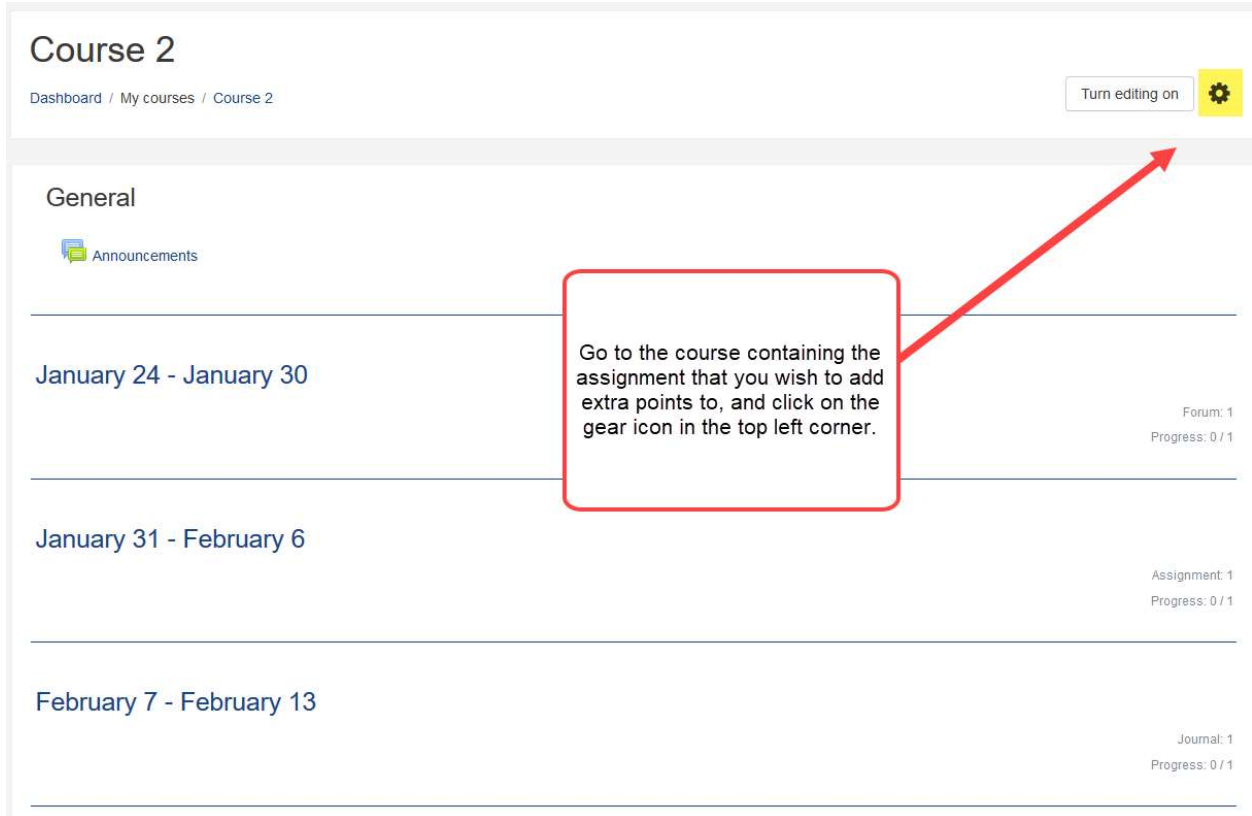



## How to add extra points to an assignment

**PLEASE NOTE: Adding extra points to an assignment is *not* the same as adding extra credit. To add extra credit to an assignment, please see “Adding Extra Credit” in LCU’s Moodle FAQ.**




Course 2

Dashboard / My courses / Course 2

Turn editing on 

General

 Announcements

January 24 - January 30

Forum: 1  
Progress: 0 / 1

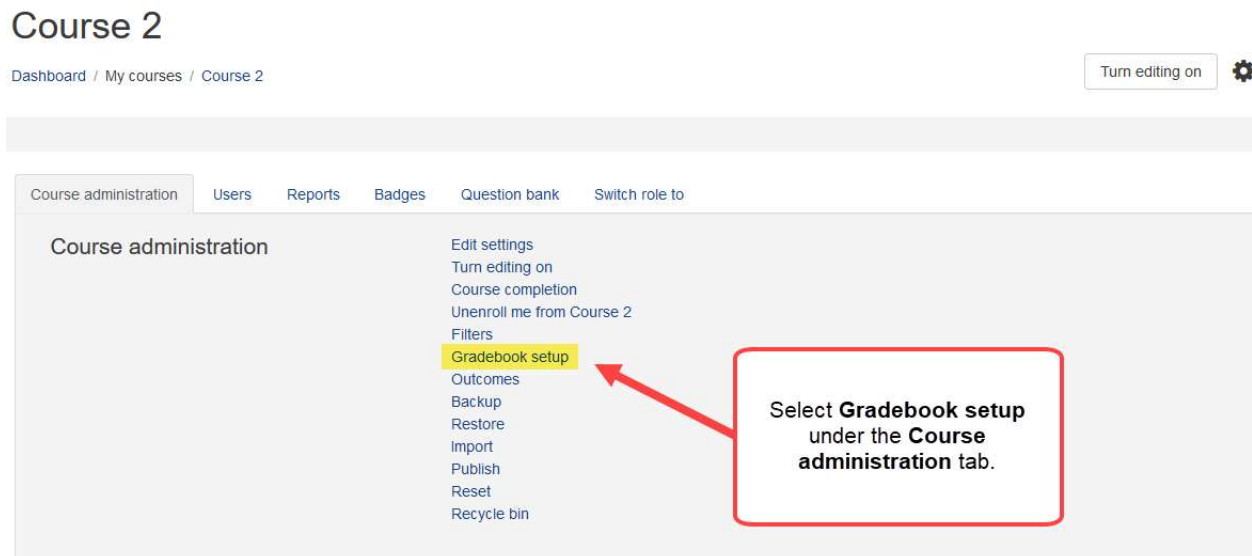
January 31 - February 6

Assignment: 1  
Progress: 0 / 1

February 7 - February 13


Journal: 1  
Progress: 0 / 1

**Go to the course containing the assignment that you wish to add extra points to, and click on the gear icon in the top left corner.**



Course 2

Dashboard / My courses / Course 2

Turn editing on 

Course administration | Users | Reports | Badges | Question bank | Switch role to

Course administration

- Edit settings
- Turn editing on
- Course completion
- Unenroll me from Course 2
- Filters
- Gradebook setup**
- Outcomes
- Backup
- Restore
- Import
- Publish
- Reset
- Recycle bin

**Select Gradebook setup under the Course administration tab.**

# Course 2: Setup: Gradebook setup

Dashboard / My courses / Course 2 / Grade administration / Setup / Gradebook setup

Gradebook setup

## Gradebook setup

View Setup Scales Outcomes Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Max grade	Actions
Course 2	-	Edit
Assignment	100.00	Edit
Journal	100.00	Edit settings
Quiz	100.00	Hide
<b>Course total</b> Simple weighted mean of grades.	100.00	Edit

Save changes

Add category Add grade item Add outcome item

You will be taken to the **Gradebook setup**. Next to the assignment that you wish to add extra points to, click on **Edit**. Select **Edit settings** from the drop down menu.

▼ Grade item

Item name

Grade type

Maximum grade

Minimum grade

Hidden

Locked

Show more...

Click on **Show more.**

▼ Parent category

Extra credit

Save changes

Cancel

Grade item

Item name: Assignment

Item info: [input]

ID number: [input]

Grade type: Value

Maximum grade: 100.00

Minimum grade: 0.00

Grade to pass: 0.00

Multiplicator: 1.0000

Offset: 0.0000

In the box next to **Offset**, enter the number of points that you would like to add to the assignment.

**PLEASE NOTE:** Doing this will add points to every participant's grade.

When you are finished, click on **Save changes** at the bottom of the page.

Grade display type: Default (Real)

Overall decimal point: Default (2)

Hidden until: [dropdown] March [dropdown] 2018 [dropdown] 14 [dropdown] 35 [dropdown]  Enable

Locked:  Locked

Lock after: [dropdown] 27 [dropdown] March [dropdown] 2018 [dropdown] 14 [dropdown]

Show less...

Parent category

Extra credit