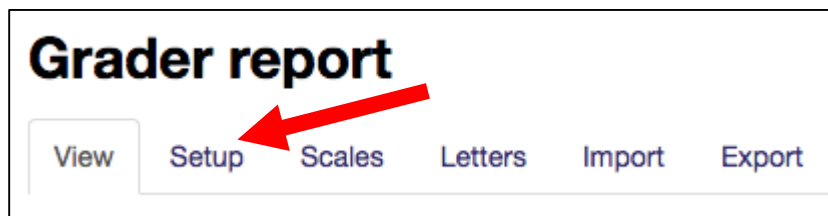
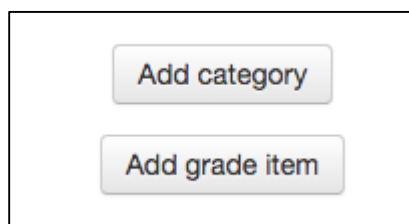


# Creating a Manual Grade Item/Bonus Points

- 1) Open your gradebook and select the "setup" tab.



- 2) Scroll to the very bottom to the page and select "Add Grade Item."



- 3) Fill in the Item name and Maximum grade component (either value or a preset scale).
  - 4) If you want to make this item bonus points/extra credit, select "edit and then edit settings" next to the item. You will then select "extra credit" at the bottom of the page under the "Parent Category."
- Make sure you scroll back to the bottom of the page and hit save changes.

The 'Grade item' form contains the following fields and options:

- Item name**: Observation Hour #1
- Grade type**: Value
- Scale**: Use no scale
- Maximum grade**: 25.00
- Minimum grade**: 0.00
- Hidden**: ☐
- Locked**: ☐
- Weight adjusted**: ☐
- Weight**: 0
- Show more...** link
- Save changes** and **Cancel** buttons

Red arrows point to the 'Item name' and 'Scale' fields.

|  |               |      |
|--|---------------|------|
| Wendy Quiz   | 100.00        | Edit |
| Observation Hour #1                                    | 25.00         | Edit |
| <b>Course total</b><br>Simple weighted mean of grades. | <b>100.00</b> |      |

The 'Edit' button for 'Observation Hour #1' is highlighted with a red arrow. A dropdown menu is open, showing 'Edit settings', 'Delete', and 'Hide'.

The 'Parent category' form contains the following fields and options:

- Parent category**: (dropdown menu)
- Extra credit**: ☒
- Save changes** and **Cancel** buttons

A red arrow points to the 'Extra credit' checkbox.