Set up extra credit points in the Moodle gradebook

If you have a grade category where some activities are to be extra credit (points earned will be added to category grade after the average is calculated for regular graded activities), here is how to do it.

**Step 1:** Set the category to be calculated with “Simple weighted mean of grades.”

**Step 2:** Place a checkmark beside each activity in the Extra credit column that is to be calculated as extra credit point.

**Step 3:** Make sure the maximum grade for the extra credit activity is listed correctly in the Maximum grade column. If it isn’t, change the maximum grade for those activities. (See below for examples.)

If it is a **Quiz activity**, click on the quiz on the Course Content page, then click **Edit quiz** in the Settings block. Then change Maximum grade if needed. (see example at right)

If it is an **Assignment activity**, click on the Update button (pencil icon) beside the activity first, then change the Maximum grade if needed (see example below).