

# Create a Bonus Grade Item

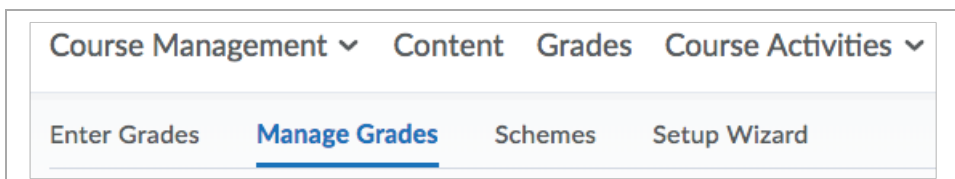
Last Modified on 04/16/2026 4:41 pm CDT

Creating a bonus item is performed similarly to creating a regular grade item with only a few differences. In D2L you can use either a **Points** grading system or a **Weighted** system. Either is a valid choice, but whichever you use, it must be the one you describe in your syllabus.

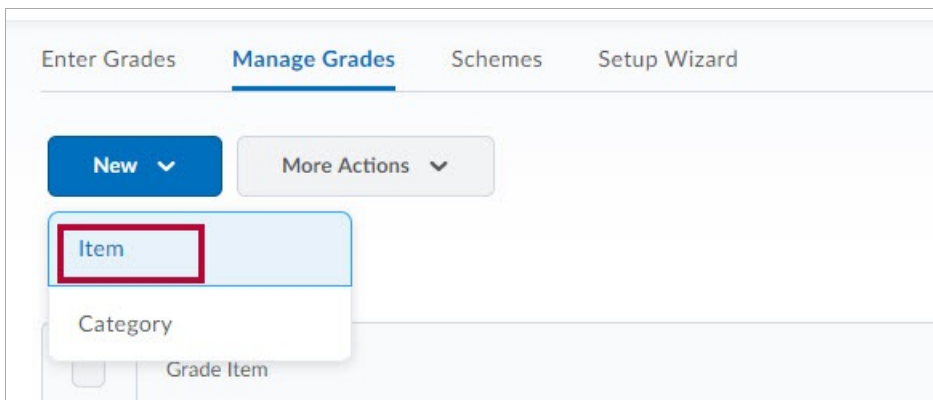
To see how an ordinary grade item is created, please see [Create a Grade Item](https://vtac.lonestar.edu/help/a168) (<https://vtac.lonestar.edu/help/a168>).

## Weighted or Points Based Gradebook Bonus Item

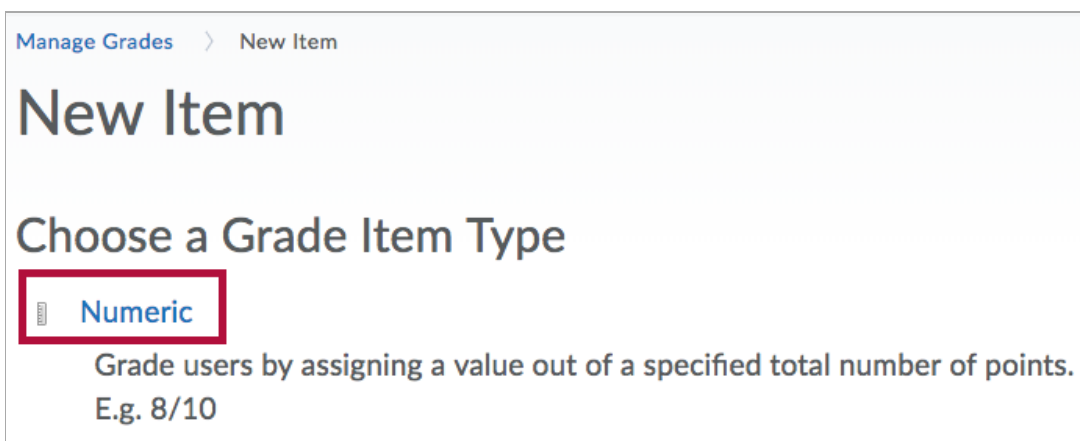
1. Click **[Grades]** in the navbar, then click the **[Manage Grades]** tab.



2. On the **Manage Grades** page, click **[New]**, then select **[Item]**.

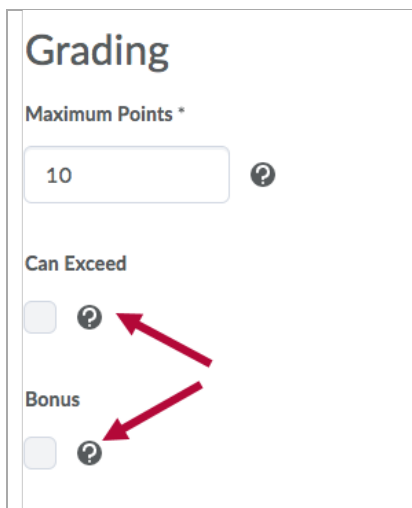


3. Click **[Numeric]**.



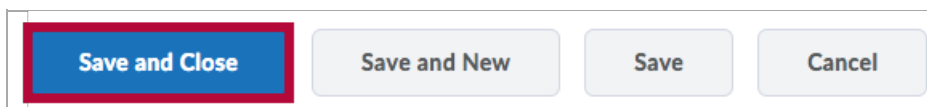
4. Enter a **Name** for the grade item.

5. You can enter a **Short Name** to display in the instructor gradebook (this is never seen by students).
6. If you want the grade item associated with a category, click the **[Category]** dropdown list, then select the category.
7. *Optional:* Click **[Show Description]** to enter a description of the grade item. If you want the description available to users, select **[Allow users to view grade item description]**.
8. Check **[Bonus]** to make this item an extra credit item.
  - A. Bonus items are not included in the maximum points for a category or final grade. They are added on top of the calculated grade.
  - B. Bonus items cannot make users' grades exceed the maximum points specified, unless the **Can Exceed** option is selected. Check **[Can Exceed]** if you want students' grades to be able to exceed the Maximum Points for the item.



The image shows a 'Grading' configuration form. At the top, the title 'Grading' is displayed. Below it, the label 'Maximum Points \*' is followed by a text input field containing the number '10' and a help icon (a question mark in a circle). Underneath, there are two sections: 'Can Exceed' and 'Bonus'. Each section has a checkbox and a help icon. Two red arrows point from the 'Can Exceed' help icon to the 'Bonus' checkbox, indicating that the 'Can Exceed' option must be selected for the 'Bonus' option to be applicable.

9. When finished, select **[Save and Close]**.



The image shows a row of four buttons. The first button, 'Save and Close', is highlighted with a red border. The other buttons are 'Save and New', 'Save', and 'Cancel'.

## Troubleshooting and Support

If you need additional assistance, contact the **IT Service Desk** at **281.318.HELP** (4357).