

Create a Bonus Grade Item

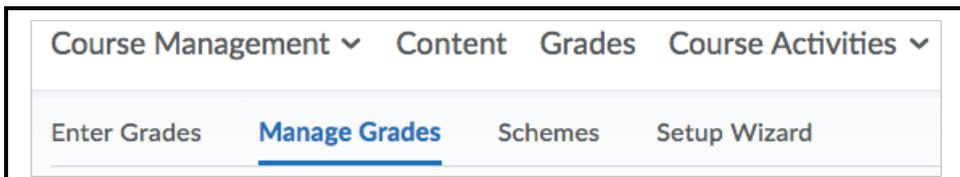
Last Modified on 02/15/2022 9:27 am CST

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.

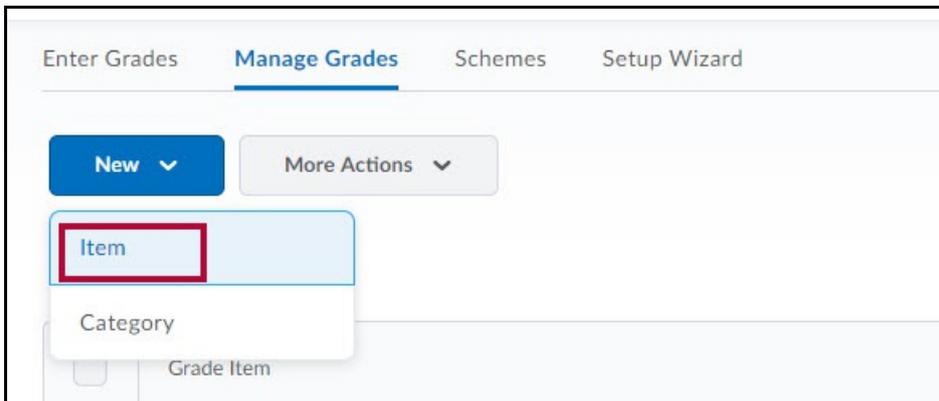
To see how an ordinary grade item is created please see [Create a Grade Item](https://vtac.lonestar.edu/help/a168) (<https://vtac.lonestar.edu/help/a168>)

Weighted or Points based Gradebook bonus item

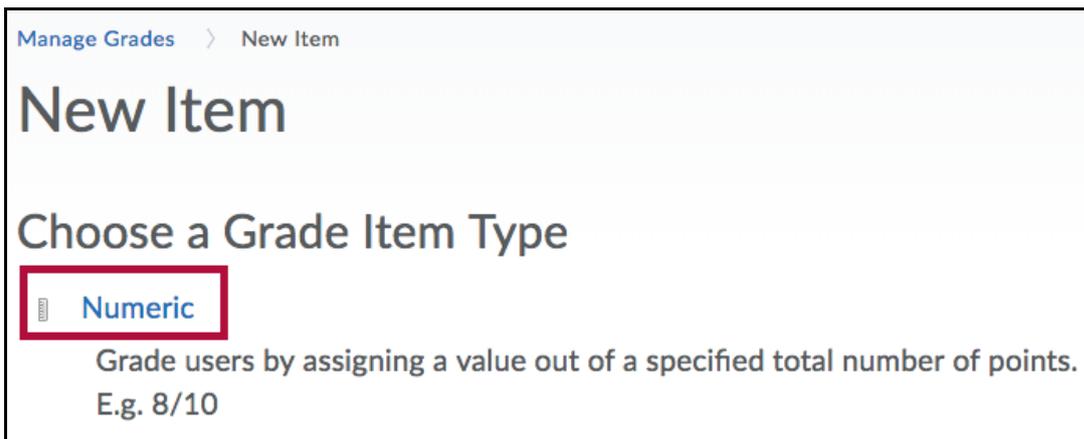
1. Click **Grades** in the navbar, then click the **Manage Grades** tab.



2. On the **Manage Grades** page, click the **New** button, 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 the 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.

Bonus items are not included in the maximum points for a category or final grade. They are added on top of the calculated grade.

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' settings form. At the top is the title 'Grading'. Below it is the label 'Maximum Points *' followed by a text input field containing the number '10' and a help icon (a question mark in a circle). Below this is the label 'Can Exceed' followed by an unchecked checkbox and a help icon. Below that is the label 'Bonus' followed by another unchecked checkbox and a help icon. Two red arrows point from the 'Can Exceed' help icon to the 'Bonus' checkbox. At the bottom of the form are four buttons: 'Save and Close' (highlighted in blue), 'Save and New', 'Save', and 'Cancel'.

9. Click **Save and Close**, **Save and New** to create another item, or **Save**.