



How to add bonus credit to quizzes, assignments, and grade items

Adding bonus points to your assessments can be done in several ways:

1. Add bonus points within a quiz
2. Add bonus points to the final grade
3. Add bonus points in a category of grade items (ex. A bonus of 2% in a category(group) of quizzes that is worth 30% of the final grade)

Method 1: Add bonus credit(s) within a quiz

1. While editing a quiz, select the desired questions to set as bonuses by checking the box on their left.
2. Click **More Actions** and select **Toggle Bonus** from the drop-down menu.
The bonus questions will be labelled with “BONUS” text under the point and won’t add up to the “Grade Out of” sum at the top. The bonus points scored will be added on top of the regular total points scored.

The screenshot displays the Brightspace quiz editor interface. At the top, there are fields for 'Grade Out Of' (set to 5 points) and 'Due Date' (M/D/YYYY). Below these is a 'Description' field. The main section is titled 'Questions' and contains two buttons: 'Add Existing' and 'Create New'. A list of questions is shown below, with the first question selected. The selected question is '1 Example bonus question True or False' and is worth '1 point'. The word 'BONUS' is circled in blue next to the point value. A blue arrow labeled '1' points to the checkmark in the selection column. A second blue arrow labeled '2' points from the 'More Actions' dropdown menu to the 'Toggle Bonus' option. The dropdown menu also includes options for 'Delete', 'Align to Outcomes', 'Toggle Mandatory', 'Set Points', and 'Publish to the LOR'. Below the question list are 'Add', 'Move To', and 'More Actions' buttons.



Method 2: Add bonus to the final grade

1. Go to **Grades** and click the **Manage Grades** tab.
2. Click **New** and select **Item**.

The screenshot shows the Brightspace Grades interface. The top navigation bar includes 'Announcements', 'Assignments', 'Quizzes', 'Discussions', and 'Grades'. The 'Grades' tab is active. Below the navigation bar, there are tabs for 'Achievements By: Grades' and 'Mastery View'. The 'Manage Grades' tab is selected and circled with a blue circle and a '1' next to it. Below this, there are buttons for 'Export', 'Switch to Standard View', and 'More Actions'. A 'New' dropdown menu is open, showing 'Item' and 'Category' options, with 'Item' circled and a '2' next to it. Below the menu, there are fields for 'Current Rank' and 'Participation'.

3. Select **Numeric** for the grade item type.

The screenshot shows the 'New Item' dialog box. The title is 'New Item'. Below the title, it says 'Choose a Grade Item'. The 'Numeric' option is selected and circled with a blue circle and a '3' next to it. Below the 'Numeric' option, there is a description: 'Grade users by assigning a value. E.g. 8/10'.

4. Enter a **Name** for the item.
5. Leave the **Category** as **None**.
6. Enter the **Maximum Points** the bonus is worth (ex. For a bonus quiz marked out of 10, enter 10.)
7. Enter the **Weight** of the item. (ex. If students can earn a maximum of 2 percentage points, enter 2.)
8. Scroll down and check the box below "**Bonus**" to make it a bonus grade item.

The screenshot shows the 'General' and 'Grading' sections of the 'New Item' dialog box. In the 'General' section, the 'Type' is 'Numeric'. The 'Name' field contains 'Bonus 1' and is circled with a blue circle and a '4' next to it. The 'Category' dropdown is set to 'None' and is circled with a blue circle and a '5' next to it. In the 'Grading' section, the 'Maximum Points' field contains '3' and is circled with a blue circle and a '6' next to it. The 'Weight' field contains '1' and is circled with a blue circle and a '7' next to it. The 'Can Exceed' checkbox is unchecked. The 'Bonus' checkbox is checked and circled with a blue circle and an '8' next to it.

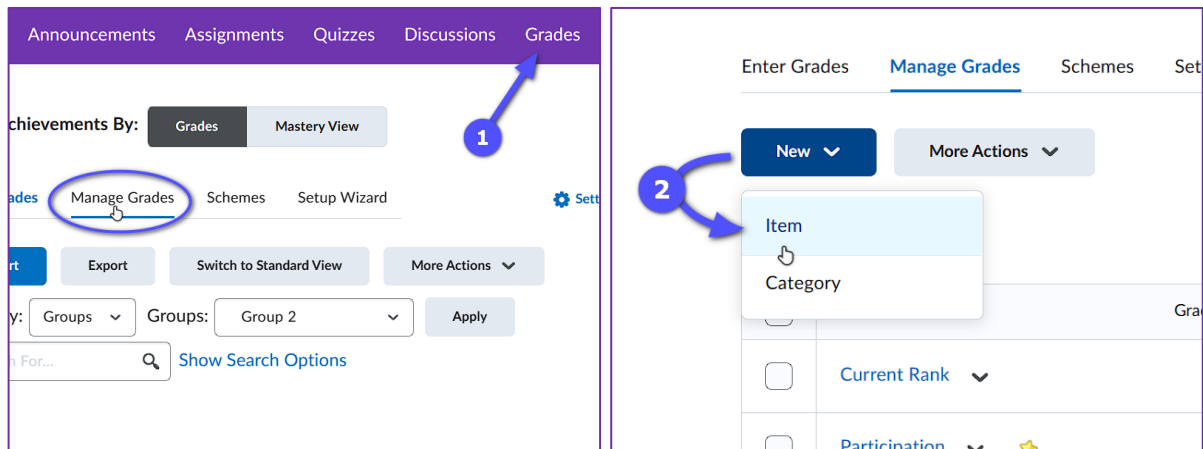
9. Click **Save and Close** at the bottom to finish creating the bonus item.



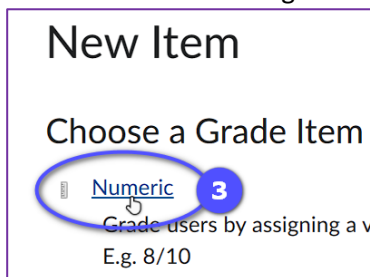
Method 3: Add bonus to a category

This method is very similar to Method 2 but the bonus item will live inside a category (ex. A group of quizzes) that is a portion of the final grade (ex. 30% of the final grade). Therefore, the bonus weight will be a percentage of the category's weighted total (ex. A bonus of 2% of the 30% category) and it will be worth less than if were added to the total final grade.

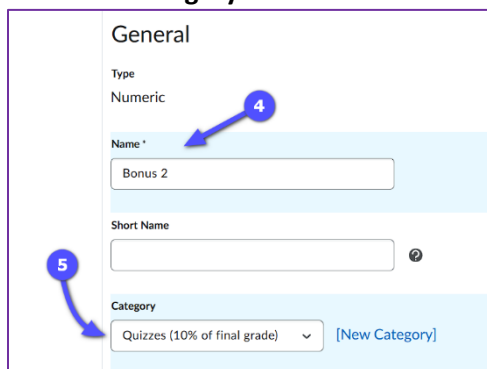
1. Go to **Grades** and click the **Manage Grades** tab.
2. Click **New** and select **Item**.



3. Select **Numeric** for the grade item type.



4. Enter a **Name** for the item.
5. Select the **Category** in which the bonus will belong. (ex. Quizzes (30% of final grade))



6. Enter the **Maximum Points** the bonus is worth (ex. For a bonus quiz marked out of 10, enter 10.)
7. Enter the **Weight** of the item. (ex. If students can earn a maximum of 2 percentage points, enter 2.) Remember, this is the percentage of the category (ex. 2% of the 30% of the final grade).

For questions, contact brightspace@uwindsor.ca.



8. Scroll down and check the box below “**Bonus**” to make it a bonus grade item.
9. Click **Save and Close** at the bottom to finish creating the bonus item.

The image shows two side-by-side screenshots of a web form for creating a grade item. The left screenshot, titled "Grading", shows the "Maximum Points" field with the value "5" (step 6) and the "Weight" field with the value "2" (step 7). Below these is the "Can Exceed" section with an unchecked checkbox, and the "Bonus" section with a checked checkbox (step 8). The right screenshot shows the "Can Exceed" section with an unchecked checkbox, the "Bonus" section with a checked checkbox (step 9), and the "Grade Scheme" dropdown menu set to "-- Default Scheme -- (Percentage)". At the bottom of the right screenshot are three buttons: "Save and Close" (highlighted in blue), "Save and New", and "Save".