



# 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, the 'Grade Out Of' is set to 5 points. Below this is a 'Description' field. The 'Questions' section contains two items: '1 Example bonus question True or False' (1 point) and '2 A regular question (non-bonus) True or False' (5 points). A 'More Actions' dropdown menu is open for the first question, with 'Toggle Bonus' selected. A blue circle with the number '1' points to the checkmark in the first question's selection box, and another blue circle with the number '2' points to the 'Toggle Bonus' option in the dropdown menu. The '1 point BONUS' label for the first question is also circled in blue.



## Method 2: Add bonus to the 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. 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.

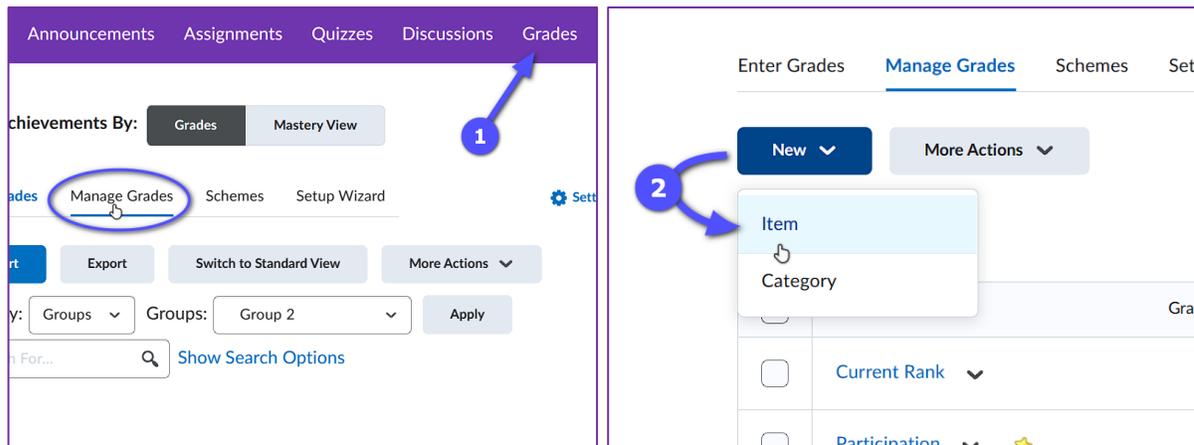
9. Click **Save and Close** at the bottom to finish creating the bonus item.



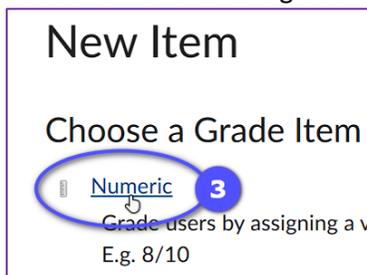
### Method 3: Add bonus to a category

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.

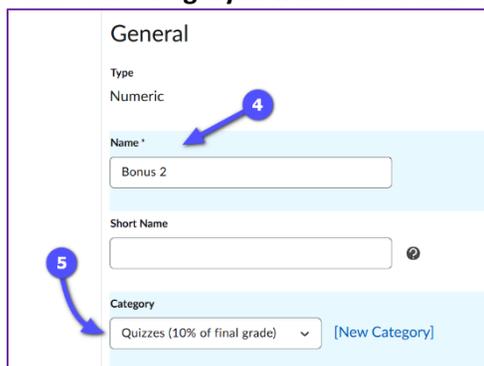
1. Go to **Grades** and click the **Manage Grades** tab.
2. Click **New** and select **Item**.



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](mailto: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".