

## PowerTeacher Gradebook: How to Do Extra Credit

In PowerTeacher Gradebook, there are a few different ways that you can handle extra credit depending on your preferred grading practices. You can use some or none of these methods described later in this document.

However, how you do extra credit depends on if your class is setup to use **category weights** or **total points**:

- (1) If your gradebook is setup to use **category weights** to determine the final grade (meaning you do something like homework is 20% of the overall grade, tests are 10% of the overall grade, etc.), then you can use Method # 1, #2, and/or Method #3 below.
- (2) If your gradebook is setup to use **total points** to determine the final grade (meaning every assignment is simply added up together to determine the overall grade), then you can use Method # 3, #4, and/or Method #5 below.

### **Method 1: Allow Extra Credit Points on an Assignment (Category Weights)**

You can have assignment(s) that all students complete with the option of extra credit added to the assignment as well. For example, a project where students can get extra points on the assignment's grade.

1. Click the **Assignments** tab. The Assignments pane appears.
2. Click the **Plus (+)** sign at the bottom of the pane. The New Assignment pane appears.
3. Populate values for the assignment Name, Abbreviation and Category. The category needs to be one of the categories that you use to determine the overall grade (i.e. homework, tests, etc.). Do not create a category called extra credit.
4. Enter a number for Points Possible (whatever number of points the assignment is worth; for example it might be a 20 point assignment).
5. Enter the appropriate extra credit points in the **Extra Points** field. This is whatever number of extra points a student can earn.
6. Populate any of the other appropriate fields.
7. Click **Save**.
8. When you grade the assignment, type in the points the student earned plus any extra credit points. For example, on a 20 point assignment, you might have a student who earned 18 points out of 20 possible points plus 5 extra credit points. You would then type "23" for that student since it was 18 + 5.
  - Note: The extra credit is being applied to whatever category the assignment belongs to. As a result, the amount of positive impact on the overall grade depends on the circumstances. For example, if the extra credit is on an assignment in the "projects" category and you only have one project that marking period and projects are worth 25%, then the impact is likely sizeable. In contrast, if the extra credit is on an assignment in the "class activities" category and you have 30 class activities in the marking period and they are only worth 5% of the overall grade, then the impact is likely limited.

### **Method 2: Credit an Assignment that is only for Extra Credit (Category Weights)**

You can have assignment(s) that are optional for students where if they complete it, they potentially can earn extra credit for having completed the optional assignment.

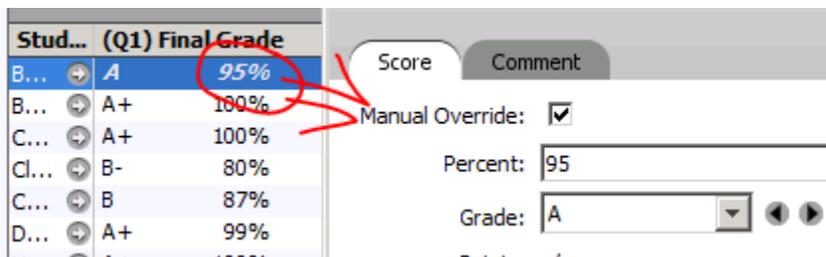
1. Click the **Assignments** tab. The Assignments pane appears.
2. Click the **Plus (+)** sign at the bottom of the pane. The New Assignment pane appears.

3. Populate values for the assignment Name, Abbreviation and Category. The category needs to be one of the categories that you use to determine the overall grade (i.e. homework, tests, etc.) as the extra credit will apply toward the grade in that category. Do not create a category called extra credit.
4. The “Score Type” must be “points”.
5. Enter **0** for Points Possible.
6. Enter the appropriate extra credit points in the **Extra Points** field. This is the maximum number of extra credit points the student can earn.
7. Populate any of the other appropriate fields.
8. Click **Save**.
9. Now when you grade the assignment, enter in the number of extra points the student earned. For students who did not do the extra credit, you can just leave it blank.
  - Note: The extra credit is being applied to whatever category the assignment belongs to. As a result, the amount of positive impact on the overall grade depends on the circumstances. For example, if the extra credit is on an assignment in the “projects” category and you only have one project that marking period and projects are worth 25%, then the impact is likely sizeable. In contrast, if the extra credit is on an assignment in the “class activities” category and you have 30 class activities in the marking period and they are only worth 5% of the overall grade, then the impact is likely limited.

### **Method 3: Manually Override the Final Grade (Category Weights or Total Points)**

You can assign extra point(s) onto the student’s final overall grade at the end of the marking period. For example, a student earned an 82% for an overall grade, but s/he did an extra credit project that you are giving the student 1 full extra % point on the final overall grade for the marking period so you want the student to receive a 83% instead. Or similarly if the student earned 2 extra % points on the final overall grade due to great class participation so you want it to move from an 82% to an 84%

1. Wait until the end of the marking period.
2. Click the **Scoresheet** tab.
3. Double click on the student’s “final grade”. A new window will pop-up. Click the check box next to “Manual Override” and manually assign the student a new percent. See the screenshot below.



4. Click **Close**.

### **Method 4: Allow Extra Credit Points on an Assignment (Total Points)**

You can have assignment(s) that all students complete with the option of extra credit added to the assignment as well. For example, a project where students can get extra points on the assignment’s grade.

1. Click the **Assignments** tab. The Assignments pane appears.
2. Click the **Plus (+)** sign at the bottom of the pane. The New Assignment pane appears.
3. Populate values for the assignment Name, Abbreviation and Category.
4. Enter a number for Points Possible (whatever number of points the assignment is worth; for example it might be a 20 point assignment).

5. Enter the appropriate extra credit points in the **Extra Points** field. This is whatever number of extra points a student can earn.
6. Populate any of the other appropriate fields.
7. Click **Save**.
8. When you grade the assignment, type in the points the student earned plus any extra credit points. For example, on a 20 point assignment, you might have a student who earned 18 points out of 20 possible points plus 5 extra credit points. You would then type "23" for that student since it was 18 + 5.

#### **Method 5: Credit an Assignment that is only for Extra Credit (Total Points)**

You can have assignment(s) that are optional for students where if they complete it, they potentially can earn extra credit for having completed the optional assignment.

1. Click the **Assignments** tab. The Assignments pane appears.
2. Click the **Plus (+)** sign at the bottom of the pane. The New Assignment pane appears.
3. Populate values for the assignment Name, Abbreviation and Category.
4. The "Score Type" must be "points".
5. Enter **0** for Points Possible.
6. Enter the appropriate extra credit points in the **Extra Points** field. This is the maximum number of extra credit points the student can earn.
7. Populate any of the other appropriate fields.
8. Click **Save**.
9. Now when you grade the assignment, enter in the number of extra points the student earned. For students who did not do the extra credit, you can just leave it blank.