## SISK12: Grade Book – Extra Credit Assignments

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#### **Overview**

Extra credit in SISK12 may be given as:

- Extra points added onto existing assignments.
- Stand-alone assignments to be averaged along with all other assignments. The Assignment Type
  used must be included in the formula calculations for the SG columns. This method may not be
  used if using a formula calculation based on a percentage break-down.
- Stand-alone assignments to be added after all other assignment have been averaged. This
  method may not be used if using a formula calculation based on a percentage break-down.

#### Add Extra Credit onto an Existing Assignment

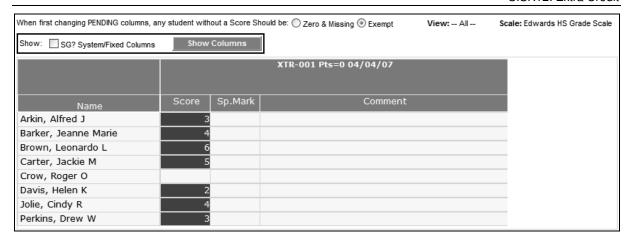
1. While entering student scores for a regular assignment, you may enter a value in excess of the base points, creating extra credit. The cell will turn red, indicating the excess.

	HWK-002 Pts=40 04/05/07 Problems i		
Name	Score	Sp.Mark	Comment
Arkin, Alfred J	40		
Barker, Jeanne Marie	35		
Brown, Leonardo L	45		Article submitted, 7 EC points
Carter, Jackie M	40		
Crow, Roger O	40		
Davis, Helen K	40		EC problems completed, 3 EC points

2. Use the **Comment** column to indicate specifics regarding the assignment and/or extra credit that has been added.

# Create Extra Credit to Be Included Within the Average

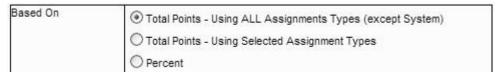
- 1. Click the create new assignment icon. The Maintain Assignment detail screen displays.
- 2. Select the **Assignment Type** from the drop-down list. Select Extra Credit if appropriate for your SG formula calculations.
- Type 0 for the Base Points.
- 4. Enter the other fields as appropriate and click Done to save and exit.
- 5. Highlight a cell in the extra credit assignment column and click the edit scores for 1 column icon.
- 6. Select *Exempt* for students without a Score, if appropriate.
- 7. Enter student scores. The cells will turn red, indicating the excess.



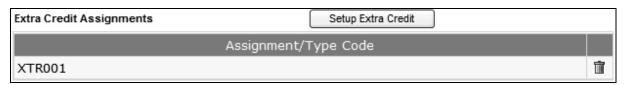
8. Click Done to save and exit.

### Create Extra Credit to Be Added After the Average

- 1. Highlight a cell in the appropriate System Grade (SG) column.
- 2. Click the edit properties icon. The Maintain Assignment detail screen displays.
- 3. Click the Formula = button. The **Maintain Formulas** screen displays.
- 4. Select one of the Total Points options.



5. If extra credit is to be added to the student's final grade, click the **Setup Extra Credit** button.



- a. You may select an **Assignment Type** to use for this optional extra credit by checking a box on the left side of the screen.
- b. You may select a specific assignment to use for this optional extra credit by checking a box on the right side of the screen.
- c. Click Done to save and return to the previous screen.
- 6. Click Done to save the formula calculation.