

# 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.
3. Type 0 for the **Base Points**.
4. Enter the other fields as appropriate and click  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.


When first changing PENDING columns, any student without a Score Should be: ☐ Zero & Missing ☒ Exempt View: -- All -- Scale: Edwards HS Grade Scale

Show: ☐ SG? System/Fixed Columns

XTR-001 Pts=0 04/04/07			
Name	Score	Sp.Mark	Comment
Arkin, Alfred J	3		
Barker, Jeanne Marie	4		
Brown, Leonardo L	6		
Carter, Jackie M	5		
Crow, Roger O			
Davis, Helen K	2		
Jolie, Cindy R	4		
Perkins, Drew W	3		


8. Click  to save and exit.

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

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

Based On	<input checked="" type="radio"/> Total Points - Using ALL Assignments Types (except System) <input type="radio"/> Total Points - Using Selected Assignment Types <input type="radio"/> Percent
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5. If extra credit is to be added to the student's final grade, click the **Setup Extra Credit** button.

Extra Credit Assignments		<input type="button" value="Setup Extra Credit"/>
Assignment/Type Code		
XTR001		

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