



 **TIPS & TRICKS**

 **Focus: Bonus Points on Assessments**

Adding Bonus Points or a Bonus Question to an *e*Doctrina assessment is possible and much simpler than you may expect!

**Step 1:** Decide how many points will be available as a bonus for the student to receive (example: Bonus Question #6 equals 5 points).

**Step 2:** Have the students take the assessment, scan the bubble sheets, and wait for the data verification email.

**Step 3:** Once you receive the email saying your data is posted, simply edit the assessment and switch the points for the bonus question from 5 to 0. Whatever the student scored will now be extra!

**Please note: Bonus points/questions can only be used on teacher scored questions.**