

Grade Center – Extra Credit – Weighted Total Gradebook

We will go over two methods of Extra Credit: 1) Adding an extra credit column that will impact the students overall final course grade. 2) Adding an extra credit column that only affects a category average.

In both examples, I will be starting with a gradebook that has a configured “Weighted Total” column where Assignments are worth 60% and Tests are worth 40% of the final course grade.

Create an Extra Credit Column

1. Select the **Create Column** button.
2. Enter the following:
 - a. Column Name → Extra Credit
 - b. Primary Display → Score
 - c. Category → No Category
 - d. Points Possible → 0
3. Select the **Submit** button.

Decide How to Apply the Extra Credit (to the Final Grade or a Category Average)

One important thing to consider is the impact on the final grade; five points added to a final grade has a much larger impact than five points added to a category average. Let’s look at the difference below:

Adding 5 Points to the Final Grade

Weighted Total	Extra Credit	Final Course
77.50% (C)	5.00	82.50% (B)

Start on **Page 2** for Final Grade.

Adding 5 Points to the Test Average (40% of final grade)

Weighted To	Test Average	Extra Credit	Test Avg with E
77.50% (C)	100.00%	0.00	100.00% (A)

Weighted To	Test Average	Extra Credit	Test Avg with E
79.50% (B)	100.00%	5.00	105.00% (A)

Adding 5 Points to the Assignment Average (60% of final grade)

Weighted To	Assignment Av	Extra Credit	Assign Avg with E
77.50% (C)	62.50%	0.00	62.50% (D)

Weighted To	Assignment Av	Extra Credit	Assign Avg with E
80.50% (B)	62.50%	5.00	67.50% (D)

Start on **Page 4** for Category Average.

Adding Extra Credit to the Final Course Grade

1. Add a column for the new final course grade that will include the extra credit.
 - a. Select the **Create Calculated Column** button and choose **Total Column**.
 - b. Enter the following:
 - Column Name → Final Course Grade
 - Primary Display → Percentage
 - Under Select Columns choose **Selected Columns and Categories**.
 - From the upper left-hand box *Columns to Select* choose the **Extra Credit** column and use the arrow to move the column to the right.

Include in Total ☐ All Grade Columns ☒ Selected Columns and Categories

Columns to Select:

- Test 2
- Test 1
- Assignment 4
- Assignment 3
- Assignment 2
- Assignment 1
- Extra Credit**

Column Information
Extra Credit: Category:None/ Points Possible:0

Selected Columns:

Categories to Select:

- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Assignment

Category Information

- From the upper left-hand box *Columns to Select* choose the **Weighted Total** column and use the arrow to move the column to the right.
- c. Select the **Submit** button.
 2. Rearrange the columns since the two new ones just created automatically fall to the end.
 - a. Select the **Manage** button and choose **Column Organization**.
 - b. Navigate to the bottom to see the gradebook columns.
 - c. Use the move arrow on the left of the rows to drag and drop the **Extra Credit** and **Final Course Grade** columns to just under the Weighted Total.


Not in a Grading Period

Name	Grading Period	Category
Weighted Total (External Grade)	Not in a Grading Period	Calculated Grade
Test 3	Not in a Grading Period	Test
Test 2	Not in a Grading Period	Test
Test 1	Not in a Grading Period	Test
Assignment 4	Not in a Grading Period	Assignment
Assignment 3	Not in a Grading Period	Assignment
Assignment 2	Not in a Grading Period	Assignment
Assignment 1	Not in a Grading Period	Assignment
Extra Credit	Not in a Grading Period	No Category
Final Course Grade	Not in a Grading Period	Calculated Grade

- d. Select the **Submit** button.
3. Set the **Final Course Grade** column as the **External Grade**.
 - a. Select the contextual menu to the right of the title *Final Course Grade*.

✓ Weighted To	Extra Credit	Final Course Grade
100.00001%	--	100.00001%

- b. Choose **Set as External Grade**.
- c. The green checkmark should now appear to the left of the title.



Weighted Total	Extra Credit	✓ Final Course
100.00001%	--	100.00001%

4. Now hide the original Weighted Total column from students (it is needed for the calculations so it cannot be deleted) but since there is a new Final Course Grade column we don't two that will end up confusing the students.
 - a. Select the contextual menu to the right of the title *Weighted Total*.
 - b. Choose **Hide from Students (on/off)**.
 - c. The *Column not visible to users* icon will appear to the left of the title indicating that this column is not visible to students when they look at *My Grades*.



✗ Weighted To
100.00001%

5. Assign any extra credit points (when ready). Points added here affect the final course grade.
 - a. Locate the student record who has earned extra credit.
 - b. Type the value in the extra credit column of points earned.
 - Typing 5 will add 5 points to the final course grade so a student with a 100 final course grade would now have 105. A student with an 89 would now have 94, etc.
 - Leaving the cell blank means the student earned no extra credit and there is no change to the final course grade.

✗ Weighted To	Extra Credit	✓ Final Course	✗ Weighted To	Extra Credit	✓ Final Course
100.00001%	5.00	105.00001%	81.66667%	5.00	86.66667%

Adding Extra Credit to a Category Average

1. Add a column for the category average.
 - a. Select the **Create Calculated Column** button and choose **Average Column**.
 - b. Enter the following:
 - Column Name → Test Average (replace *Test* with the name of your category)
 - Primary Display → Percentage
 - Under Select Columns choose **Selected Columns and Categories**.
 - From the lower left-hand box *Categories to Select* choose the name of the category column that is getting extra credit and use the arrow to move the column to the right. (For this example, I am using the Test Category).

Include in Average ☐ All Grade Columns ☒ Selected Columns and Categories

Columns to Select:

- Weighted Total
- Extra Credit
- Assignment 1
- Assignment 2
- Assignment 3
- Assignment 4
- Assignment 5
- Column Information

Categories to Select:

- Assignment
- Survey
- Discussion
- Blog
- Journal
- Self and Peer
- Category Information

Selected Columns:

Category: Test

Weight Columns: ☒ Equally ☐ Proportionally

☒ Drop Grades OR ☐ Use only the

Drop Highest Grades ☐ Lowest Value to Calculate

Drop Lowest Grades ☐ Highest Value to Calculate

- Make any configuration changes on the right-hand side that fit your course (how you weight columns equally or proportionally and if you are dropping any grades).
 - c. Under the *Options* section decide if you want this column visible to students since there will be another one that includes the extra credit.
 - The default is Yes; this column will be visible to students.
 - Change the section to No to hide the column from students.
 - d. Select the **Submit** button.
 2. Add a column to display the category average with the extra credit value added.
 - a. Select the **Create Calculated Column** button and choose **Total Column**.
 - b. Enter the following:
 - Column Name → Test Average w Extra Credit (replace *Test* with the name of your category)
 - Primary Display → Percentage
 - Under Select Columns choose **Selected Columns and Categories**.
 - From the upper left-hand box *Columns to Select* choose the name of the category average column that was created in the previous step and the Extra Credit column; use the arrow to move the columns to the right. (For this example, I am using the Test Average).

Include in Total ☐ All Grade Columns ☒ Selected Columns and Categories

Columns to Select:
Assignment 1
Assignment 2
Assignment 3
Assignment 4
Assignment 5
Assignment 6
Assignment 7
Column Information

Categories to Select:
Assignment
Survey
Test
Discussion
Blog
Journal
Self and Peer
Category Information

Selected Columns:
Column: Test Average
Column: Extra Credit

- c. Select the **Submit** button.
3. Rearrange the columns since the two new ones just created automatically fall to the end.
 - a. Select the **Manage** button and choose **Column Organization**.
 - b. Navigate to the bottom to see the gradebook columns.
 - c. Use the move arrow on the left of the rows to drag and drop the **Test Average** and **Test Average w Extra Credit** columns to near the Weighted Total in an order that you like.

Name	Grading Period	Category
<input type="checkbox"/> Weighted Total (External Grade)	Not in a Grading Period	Calculated Grade
<input type="checkbox"/> Extra Credit	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 1	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 2	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 3	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 4	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 5	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 6	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 7	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 8	Not in a Grading Period	Assignment
<input type="checkbox"/> Test 1	Not in a Grading Period	Test
<input type="checkbox"/> Test 2	Not in a Grading Period	Test
<input type="checkbox"/> Test Average	Not in a Grading Period	Calculated Grade
<input type="checkbox"/> Test Average w Extra Credit	Not in a Grading Period	Calculated Grade

- d. Select the **Submit** button.
4. Reconfigure the **Weighted Total** column to use the new category average with extra credit.
 - a. Select the contextual menu to the right of the title *Weighted Total*.
 - b. Choose **Edit Column Information**.
 - c. Locate the *Select Columns* section.
 - d. On the right-hand side remove the category that the extra credit is being added to.

Include in Weighted Grade

Columns to Select:
Extra Credit
Assignment 1
Assignment 2
Assignment 3
Assignment 4
Assignment 5
Assignment 6
Column Information

Categories to Select:
Survey
Discussion
Blog
Journal
Self and Peer
Category Information

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

40 % Category: Test

Weight Columns: ☒ Equally ☐ Proportionally

☒ Drop Grades OR ☐ Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

60 % Category: Assignment

Weight Columns: ☒ Equally ☐ Proportionally

☒ Drop Grades OR ☐ Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

Total Weight: 100%

- e. On the left-hand side from the upper box *Columns to Select* choose the category average column that you created and move it to the right-hand side.
- f. Apply the weight to the category average column.

Include in Weighted Grade

Columns to Select:

- Assignment 5
- Assignment 6
- Assignment 7
- Assignment 8
- Test 1
- Test 2
- Test Average
- Column Information

Categories to Select:

- Survey
- Discussion
- Blog
- Journal
- Self and Peer
- Test
- Category Information

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

- 40 % Column: Test Average w Extra Credit
- * 60 % Category: Assignment

Weight Columns: ☒ Equally ☐ Proportionally

OR

☒ Drop Grades ☐ Use only the

Drop Highest Grades ☐ Lowest Value to Calculate

Drop Lowest Grades ☐ Highest Value to Calculate

Total Weight: 100%

Apply the proper weight to the new average column.

- g. Select the **Submit** button.
5. Assign any extra credit points (when ready).
 - a. Locate the student record who has earned extra credit.
 - b. Type the value in the extra credit column of points earned.
 - Typing 5 will add 5 points to the category average.
 - Leaving the cell blank means the student earned no extra credit and there is no change to the final course grade or the category average.

✓ Weighted To	Test Average	Extra Credit	Test Average w
79.50% (B)	100.00%	5.00	105.00%