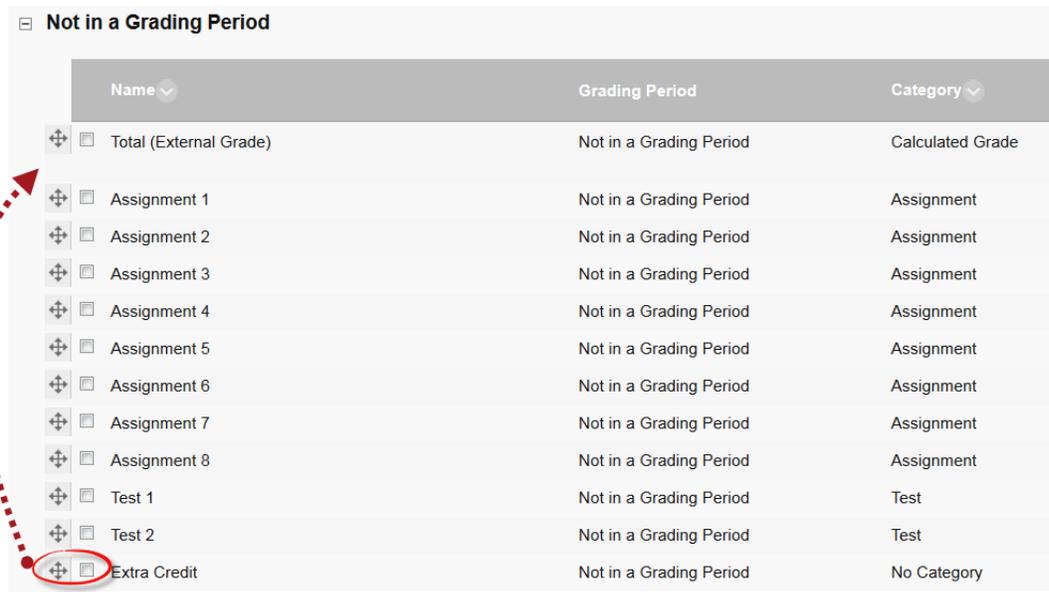


Grade Center – Extra Credit – Points Gradebook

REMINDER: All these methods add points to the student’s final course grade. If you tell your students that they can earn 5 points extra credit and their final course grade is an 85 that will bump them to a 90.

In this example, I will be starting with a gradebook that has a configured “Total” column where all items add up to 1000 points.

1. Start with a configured **Total** column (or whatever name you assigned).
2. Add a column called **Extra Credit**.
 - a. Select the **Create Column** button.
 - b. Enter the following:
 - Column Name → Extra Credit
 - Primary Display → Score
 - Category → No Category
 - Points Possible → 0
 - c. Select the **Submit** button.
3. Rearrange the columns since the new one just created automatically appears at 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** column to just under the Total. *ALTERNATE: Use the Reorder Columns feature in the upper right-hand corner of the area.*



Name	Grading Period	Category
Total (External Grade)	Not in a Grading Period	Calculated Grade
Assignment 1	Not in a Grading Period	Assignment
Assignment 2	Not in a Grading Period	Assignment
Assignment 3	Not in a Grading Period	Assignment
Assignment 4	Not in a Grading Period	Assignment
Assignment 5	Not in a Grading Period	Assignment
Assignment 6	Not in a Grading Period	Assignment
Assignment 7	Not in a Grading Period	Assignment
Assignment 8	Not in a Grading Period	Assignment
Test 1	Not in a Grading Period	Test
Test 2	Not in a Grading Period	Test
Extra Credit	Not in a Grading Period	No Category

- d. Select the **Submit** button.

4. Now reconfigure the **Total** column to factor in the extra credit.
 - a. Select the contextual menu to the right of the title *Total*.
 - b. Choose **Edit Column Information**.
 - In the *Select Columns* section if **All Grade Columns** is selected no additional configuration is needed. **Move on to Step D.**
 - In the *Select Columns* section if **Selected Columns and Categories** is selected continue on with these steps as additional configuration is needed. **Move on to Step C.**
 - c. Under *Columns to Select* choose **Extra Credit** and select the upper arrow to move it to the right-hand side as part of the selected columns.
 - d. Select the **Submit** button.
5. Assign any extra credit points (when ready). Remember the 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 84, etc.
 - Leaving the cell blank means the student earned no extra credit and there is no change to the final course grade.

✓ Total	Extra Credit
1005	5.00

With 5 points extra credit.

✓ Total	Extra Credit
1000	0.00

With no extra credit.