Extra Credit in Grade Center

To be considered "extra credit," the column must be created with a value of "0" points possible. Because the Grade Center's Total column has a quirk that skips columns with 0 possible points, an instructor must manually set the Grade Center's Total column to include the Extra Credit column.

To include the extra credit column into the total column calculation, an instructor will need to create an Extra Credit column. Next include the new column in the Grade Center's Total column. The steps are:

1. Go to Control Panel > Grade Center, click Full Grade Center.

2. Click Create Column.

3. On the Create Grade Column screen, enter a name such as "Extra Credit." A description can be added but is optional.
4. Select **Score for Primary Display**. An additional option may be selected from Secondary Display but this is optional and students will not see it.

5. Enter the score **0** in the blank field for **Points Possible**.

6. In the **Options** section, select **Yes** for **Include this column in Grade Center calculations**.

7. Select **Yes** for **Show this column in My Grades**.

8. Select **No** for **Show Statistics (average and median) for this column in My Grades**.

9. Click **Submit**.

**Note:** The new column will appear in the Grade Center. It is automatically placed in the last position. If you want to adjust the position of this column (or any column), within Grade Center,
go to Manage and select Column Organization.

10. Click on the double-down arrows next to the Total column and select Edit Column Information.


12. In Columns to Select, all Grade Center columns are listed (even ones that are hidden). In this example, Weighted Total is hidden and should not be included in final grade calculations. Select each required column (include the Extra Credit column) by clicking on it and then clicking the small arrow to the right.

13. Click Submit. Now the extra credit points should be properly included in the Total points calculation.