

Create an extra credit column

1. In the Grade Center, select Create Column.
2. On the Create Grade Column page, provide the appropriate information.
3. Select Score from the Primary Display menu.
4. Select Percentage from the Secondary Display menu.
5. For Points Possible, type 0.
6. Select Yes for Include this Column in Grade Center Calculations.
7. Select Submit.

Create extra credit when weighting grades

Add extra credit points to a category

1. In the Grade Center, select Create Column.
2. On the Create Grade Column page, provide the appropriate information for a tests extra credit column.
3. Select Score from the Primary Display menu.
4. For Points Possible, type 0.
5. Select Yes for Include this Column in Grade Center Calculations.
6. Select Submit.

Create another column to calculate the total of the tests columns and the tests extra credit column.

1. Select Create Calculated Column to access the menu and select Total Column.
2. Provide the appropriate information and a name such as "Tests Total."
3. Include the test columns and the tests extra credit column.
4. Select Percentage from the Primary Display menu.
5. Select Submit.

Add extra credit points to the overall grade

1. In the Grade Center, select Create Column.
2. On the Create Grade Column page, provide the appropriate information for an extra credit column.
3. Select Points from the Primary Display menu.
4. For Points Possible, type 0.
5. Select Yes for Include this Column in Grade Center Calculations.
6. Select Submit.

Create a "Final Total" column that includes the "Weighted Total" and the "Extra Credit" columns.