
How do I add extra credit in the Grade Center?

You may use this functionality when you wish to give students the opportunity to earn extra credit, but do not want to penalize the students who choose not to submit for extra credit.

1. In the Full Grade Center, click on the **Create Column** button from the action bar.
2. On the Create Grade Column screen, provide the appropriate information.
3. For **Primary Display**, select **Score** from the drop-down list.
4. (**Optional**, not required): For Secondary Display, select Percentage from the drop-down list.
5. For Points Possible, type **0**.
6. Select **Yes** for Include this Column in Grade Center Calculations.
7. Click **Submit**.

The extra credit column appears in the Grade Center. After adding points in an extra credit column, it is possible for a student's total points to equal more than 100 percent. If a student receives full credit for all gradable items (100 points) and receives 6 extra credit points, his or her total is 106 out of 100 or 106%.