


Adding Extra Credit in the Grade Center (Total Column - Points)

1. Create an Extra Credit Column

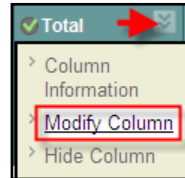
Path: Course > Control Panel > Grade Center

- A. Click on  **Add Grade Column**
- B. In the *Add Grade Column* window – apply the following:
 1. Column Information:
 - **Column Name: Extra Credit**
 - **Primary Display: Score**
 - **Points Possible: 0** (must have 0 value)
 2. Dates (Optional)
 3. Options
 - **Include this column in Grade Center calculations: Yes**
 - **Show this column in My Grades: Yes** (if you want students to view)
 - Show Statistic (average and median) for this column in My Grades (optional)
 4. **Submit**

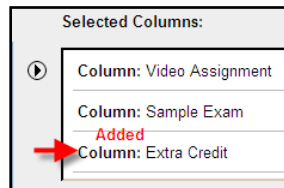
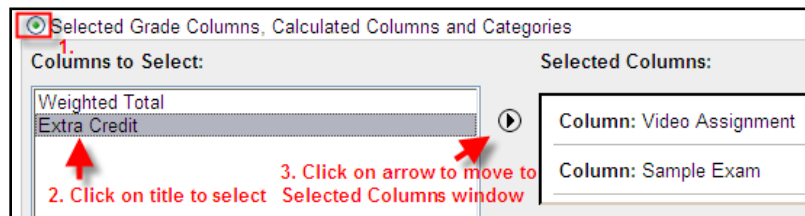
2. Adding Extra Credit to the Total Column

Grade Center > Total Column

- A. Click on the chevrons (arrows) to access the pull down menu and select **Modify Column**.



- B. In the Modify Total Column window, apply the following under **3. Select Columns**
 - Click on *Include in Total: Selected Grade Columns, Calculated Columns and Categories* (a window will open up – see below)
 - Click on **Extra Credit** to Select
 - Click on **Right Arrow** to move Extra Credit to *Selected Columns* box



- Calculate as running total: **No**
- **Submit**
-

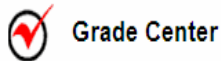
3. Calculating Extra Credit (Points)

A. To Calculate 2.5% of the total score:

- Determine the total points possible (an easy way is to click on *Grade Information* bar to display *Points Possible*).
- Multiply the total Points Possible amount by .025.

EXAMPLE:

- In the example below Points Possible is 200. Multiply by .025 to get 5 points.
- Add the 5 points in the *Extra Credit* column for those students who have earned it.
- The *Total* column now reflects the exam scores (in this case, the student scored 100 points in both Exams 1 and 2) and earned extra credit (5 points) which totaled = 205 points.



Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, and press the **Enter** key. Use the arrow keys or the tab key to navigate through the Grade Center. Use the contextual menus to modify column properties and access details.

Add Grade Column

 Add Calculated Column

 Manage

 Email

 Reports

 Grade History

Current View: Full Grade Center
Sort Columns By: Layout Position


<input checked="" type="checkbox"/>	Exam #1	Exam #2	Extra Credit	Total
<input type="checkbox"/>	100.00 (100.00%)	100.00 (100.00%)	5.00	205.00
<input type="checkbox"/>	89.00 (89.00%)	77.00 (77.00%)	-	166.00
<input type="checkbox"/>	86.00 (86.00%)	73.00 (73.00%)	-	159.00
<input type="checkbox"/>	100.00 (100.00%)	100.00 (100.00%)	-	200.00
<input type="checkbox"/>	82.00 (82.00%)	75.00 (75.00%)	-	157.00

Grade Information Bar
Grade Type: Total Grade | Points Possible: 200 | Displayed As: Score | Visible to Users: Yes

Adding Extra Credit in the Grade Center (Weighted Total Column - Percent)

Create an Extra Credit Column

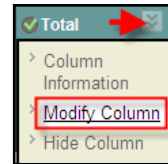
Path: Course > Control Panel > Grade Center

- A. Click on  **Add Grade Column**
- B. In the *Add Grade Column* window – apply the following:
 1. Column Information:
 - Column Name: **Extra Credit**
 - Primary Display: **Complete/Incomplete**
 - Points Possible: **1**
 2. Dates (Optional)
 3. Options
 - Include this column in Grade Center calculations: **Yes**
 - Show this column in My Grades: **Yes** (if you want students to view)
 - Show Statistic (average and median) for this column in My Grades (optional)
 4. **Submit**

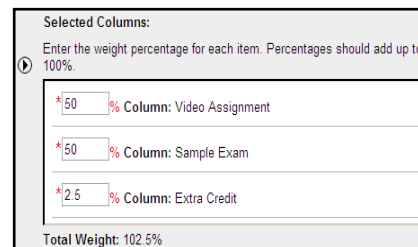
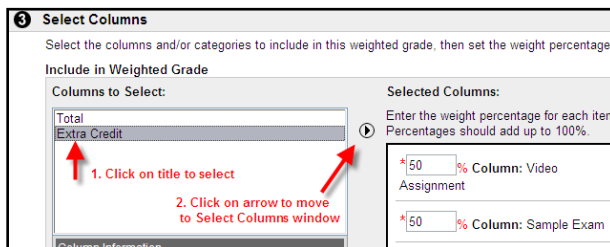
Adding Extra Credit to the Weighted Total Column

Grade Center > Weighted Total Column

6. **Click** on the chevrons (arrows) to access the pull down menu and select **Modify Column**.



7. In the Modify Total Column window, apply the following under **3. Select Columns**
 - a. **Click on Extra Credit** to Select
 - b. **Click on Right Arrow** to move Extra Credit to *Selected Columns* box



Add Percentage to Extra Credit (in this case it's 2.5%).

- c. Calculate as running total: **No**
- d. **Submit**
- e. Warning Window pops-up: "The sum of the weights is not 100%. Do you want to continue?" **OK**