

## **Adding Extra Credit**

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In order to add extra credit to total points, the column must be set up with a value of "0" points.

To add an Extra Credit column from the Grade Center:

1. In the **Grade Center Action Bar**, select **Create Column**.
2. Enter the **Column Information**.
3. Select **Score** for the Primary Display and the *optional* Secondary Display that the students do not see if you want.
4. Select the desired **Category** from the drop down menu.

**Note:** If you want to create an **Extra Credit** category, in the **Grade Center Action Bar** select **Manage** and **Categories**. Click **Create Category** and type in the Name and optional Description. This category will now be added to the list of Categories in the drop down menu.

5. Enter a **"0"** in the **Points Possible**.
6. Select the optional **Due Date**.
7. In the **Options** area, select **Yes** to **Include this Column in the Grade Center Calculations** and Show this Column to Students and Show Statistics if you want the students to see these options.

Any points entered in this column will be "extra credit".