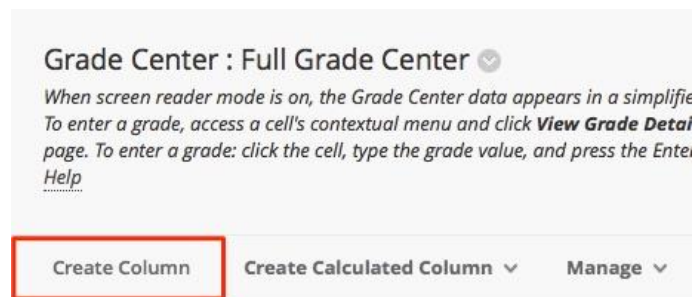


Adding Extra Credit

To create and include extra credit columns in students' final scores, follow these steps:

1. Create a column for Extra Credit by clicking **Create Column**



2. Give a Name to the Column; entering a Grade Center Display Name and Description for the column is optional.
3. Choose a **Primary Display**. Choosing a Secondary Display is optional and will only show to the Instructor. Note: "Score" is most commonly used for the Primary Display for extra credit.
4. Do not choose a category for Extra Credit; choose "No Category" from the drop down-menu if it is not already selected.
5. In **Points Possible**, enter in 0
6. Assign a Due Date to the Extra Credit. (Optional)
7. Select "Yes" to Include this Column in Grade Center Calculations. Choose whether you want to Show this Column to Students or Show Statistics (average and median) for this column to Students in My Grades.
8. Click **Submit**

COLUMN INFORMATION

* Column Name

Grade Center Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various formatting tools. The description area is empty.

Primary Display

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

Category

* Points Possible

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

The extra credit column will be created, and added to your Total Column. Begin entering points by clicking in a cell, typing in a number, and clicking enter.