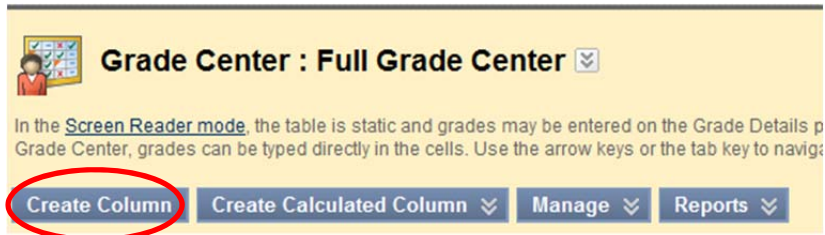
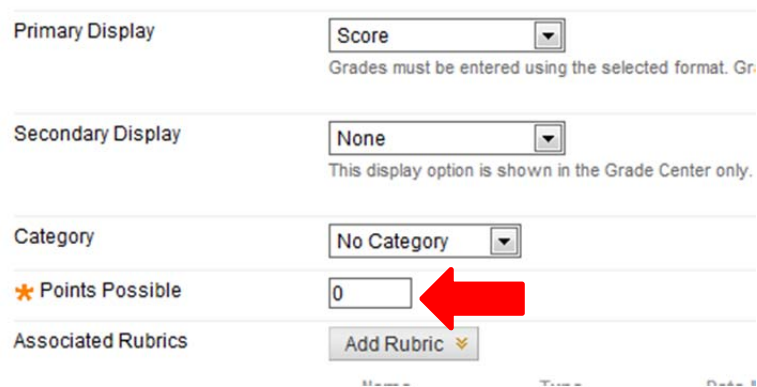


## How to create an “Extra Credit” column in the Grade Center

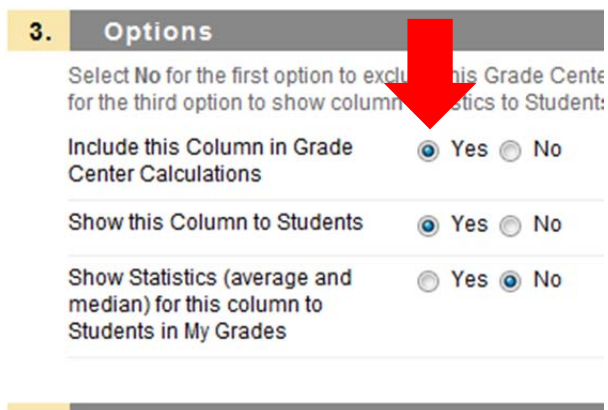
1. Click “Create Column” in the Grade Center



2. Give the column a name such as “Extra Credit”
3. In the Points Possible section enter a “0”

A screenshot of the 'Create Column' form. It has several sections: 'Primary Display' with a dropdown set to 'Score'; 'Secondary Display' with a dropdown set to 'None'; 'Category' with a dropdown set to 'No Category'; 'Points Possible' with a text input field containing '0' and a red arrow pointing to it; and 'Associated Rubrics' with an 'Add Rubric' button.

4. In Box 3: Options make sure to click “Include this Column in Grade Center Calculations”

A screenshot of the 'Options' section of the 'Create Column' form. It has a title '3. Options' and a paragraph of text. Below the text are three radio button options: 'Include this Column in Grade Center Calculations' with 'Yes' selected; 'Show this Column to Students' with 'Yes' selected; and 'Show Statistics (average and median) for this column to Students in My Grades' with 'No' selected. A red arrow points to the 'Yes' radio button for the first option.

This column will not change your overall total points for the course, but will add points to the students who have received extra credit.

5. Click “Submit”