

Extra Credit for a Points Based Gradebook

This Point based gradebook example uses a configured Total column of 1000 possible points.

1. Start with a configured **Total** column.
 - a. No configuration required when **all columns** are used in the total calculation.
 - b. **Configuration required** when only **selected columns** are used in the total calculation.
 - Click on the contextual menu to the right of the title Total → Edit Column Information
 - Scroll to the Select Columns section → Include in Total → click the radio button for Selected Columns and Categories
 - Highlight and move all columns used in the total calculation to the selected columns and click submit
2. Add an **Extra Credit** column.
 - a. Click the **Create Column** tab.
 - b. Enter the following:
 - Column Name → **Extra Credit**
 - Primary Display → **Score**
 - Category → **No Category**
 - Points Possible → **0**
 - c. Click the **Submit**.
3. How to reorder columns in the gradebook.
 - a. Click the **Manage** tab and choose **Column Organization**.
 - b. Scroll to find the column to move > Use the arrow on the left of the column to drag and drop.



Name	Grading Period	Category
Total (External Grade)	Not in a Grading Period	Calculated Grade
Assignment 1	Not in a Grading Period	Assignment
Assignment 2	Not in a Grading Period	Assignment
Assignment 3	Not in a Grading Period	Assignment
Assignment 4	Not in a Grading Period	Assignment
Assignment 5	Not in a Grading Period	Assignment
Assignment 6	Not in a Grading Period	Assignment
Assignment 7	Not in a Grading Period	Assignment
Assignment 8	Not in a Grading Period	Assignment
Test 1	Not in a Grading Period	Test
Test 2	Not in a Grading Period	Test
Extra Credit	Not in a Grading Period	No Category

- c. Click the **Submit**.
4. Reconfigure the **Total** column to factor in the extra credit points.
 - a. No configuration required when **all columns** are used in the total calculation.
 - b. **Configuration required** when only **selected columns** are used in the total calculation.
 - Click on the contextual menu to the right of the title Total → Edit Column Information
 - Scroll to the Select Columns section → Include in Total > click the radio button for Selected Columns and Categories, select the extra credit column and move to the right
 - Click submit
 5. You are now ready to assign extra credit points, which will affect the final grade.
 - a. Type the value in the extra credit column of points earned.
 - Adding points to the extra credit column will add those points to the final grade. No points will be added if the extra credit column is left blank or assigned a 0.



Total	Extra Credit
1005	5.00
1000	0.00