

Calculating Extra Credit Points

Q. How can we add an Extra Credit column having “0” **Points Possible** and have the points given to students in the Extra Credit column show up in the **Total** column?

A. You can have the Extra Credit column points show up in the **Total** column by following these steps:

1. Create your Extra Credit column and enter “0” for **Points Possible**.

Modify Column

1 Column Information

* Column Name: Extra Credit

Grade Center Display Name:

Description:
Normal 3 Times New Roman | B I

 Path: [body](#)

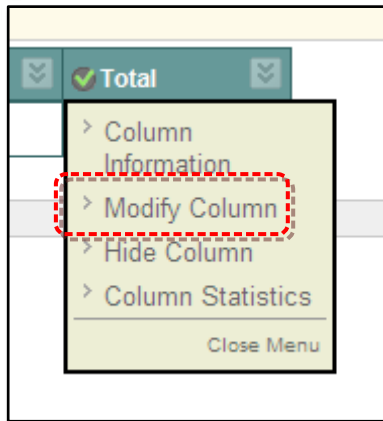
Primary Display: Score
 Grades must be entered based on this selection and will display i

Secondary Display: None
 This is an additional display option which will be shown in the G

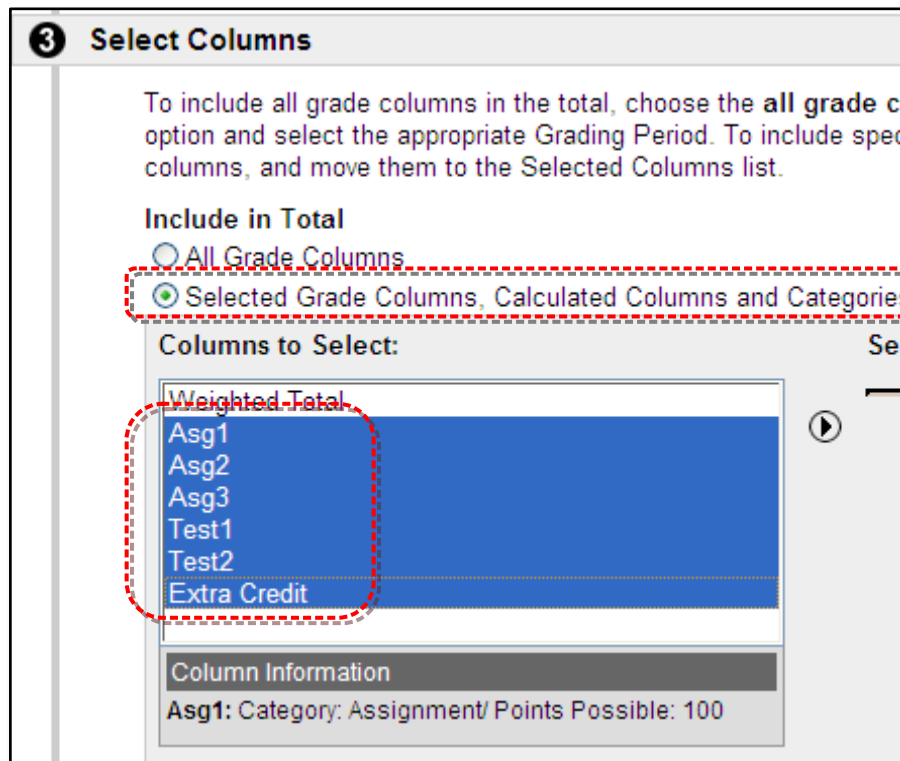
Category: No Category

* Points Possible: 0

- In the **Total** column drop down menu, select **Modify Column**.



- Under item 3, **Select Columns**, select, “**Selected Grade Columns, Calculated Columns, and Categories,**” and select the desired **Grade Columns** including the Extra Credit column.



- Once you have selected the appropriate **Grade Columns**, click on the right pointing arrow.

Include in Total

All Grade Columns

Selected Grade Columns, Calculated Columns and Categories

Columns to Select:

Weighted Total

Selected Columns:

Column: Asg1

Column: Asg2

Column: Asg3

Column: Test1

Column: Test2

Column: Extra Credit

Column Information

Asg1: Category: Assignment/ Points Possible: 100

Categories to Select:

Assignment

This will force the **Grade Center** to add all points entered into the selected **Grade Columns including** columns having "0" **Points Possible**.

- Click on Submit.

Notice that, in our example, the Total **Points Possible** is 500 and the **Total** is 520, (which includes the 20 Extra Credit points).

Asg1	Asg2	Asg3	Test1	Test2	Extra Credit	Total
100.00	100.00	100.00	100.00	100.00	20.00	520.00

Type: Total Grade | Points Possible: 500 | Displayed As: Score | Visible to Users: Yes