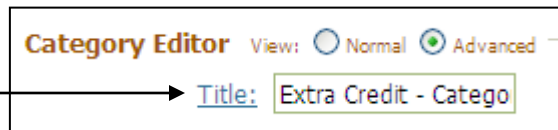


## How to add an Extra Credit Column to Gradebook?

1. Go to the Manage Tab > Gradebook Management > **Categories**

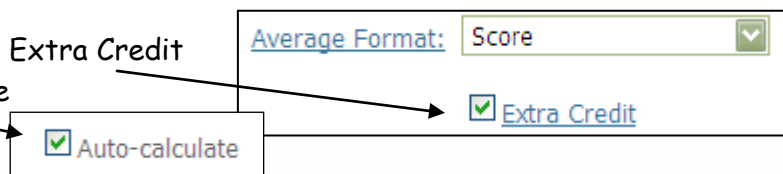
Create a category called Extra Credit



**Category Editor** View:  Normal  Advanced

Title:

Check the box for Extra Credit and Auto-Calculate



Average Format:

Auto-calculate

Extra Credit

Save

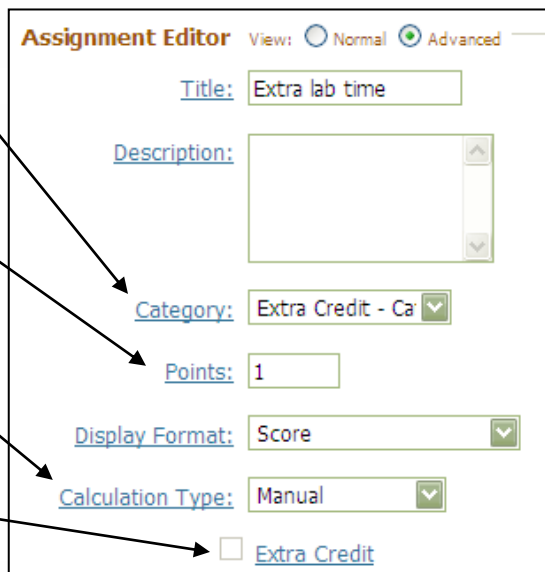
2. Go to the **Assignments** and create a new Assignment called **Extra Lab Time**.

Select the Extra Credit Category

Add the Max points

Calculation Type - Manual

Do not check this box again



**Assignment Editor** View:  Normal  Advanced

Title:

Description:

Category:

Points:

Display Format:

Calculation Type:

Extra Credit

### What does Extra Credit Mean?

Specifies whether the category should be calculated as extra credit. The impact of the extra credit on the overall grade is determined by the value specified in the Weight field.

For **points-based** grading, select the **Auto-calculate** option to auto-calculate the weight of the extra credit category based on the point values of the extra credit assignments.

For **percentage-based** grading (weighted grading), type a percent value for the extra credit category to be used to calculate the highest possible percent score. For example, if you type 10 as the extra credit weight (in percent-based grading), students could potentially get up to 110% as their final score.