



## How To Set Up And Manage an Extra-Credit Column

Extra credit must be handled as a separate assignment and categorized correctly to avoid penalizing students who don't complete it.

In your gradebook, add a new column, title it, and enter 0 in the Maximum Points field. You can then manually enter the point values you wish to assign as extra credit in this Gradebook column.

The screenshot shows a gradebook interface with a navigation bar at the top: Overview, Gradable Items, Grades (selected), and Students. Below the navigation bar is a table with student data. To the right of the table is a context menu with the following options:

- Add Item (highlighted with a red arrow)
- Add Text Item
- Add Calculation
- Add Total Calculation
- Add Attendance

The screenshot shows the 'Extra Credit' dialog box. The dialog has the following fields:

- Hidden from students: A dropdown menu with the option selected.
- Due date: A field with 'Date' and 'Time' input boxes.
- Grading:
  - Grade using: A dropdown menu with 'Points' selected.
  - \* Maximum points: An input field containing '0' (highlighted with a red arrow).
- Grade category: A dropdown menu with 'Assignment' selected.
- Description: A text input field with 'Type a description' placeholder.