



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 the Gradebook interface with tabs for Overview, Gradable Items, Grades, and Students. The Grades tab is active. A table displays student grades. A red arrow points to a '+' icon in the top right corner of the table, which has opened a dropdown menu with the following options:

- + Add Item
- 📄 Add Text Item
- ⚡ Add Calculation
- ⚡ Add Total Calculation
- ☑ Add Attendance

Students	Overall Grade	Lockdown Brow...	Quiz about Video
1 Student	2 items	2 points Complete	1 point 0 Graded 0 Posted
	A+	2 Posted	-

The screenshot shows the 'Extra Credit' form with the following fields:

- ☒ Hidden from students
- Due date**
Date: [] Time: []
- Grading**
Grade using: Points
* Maximum points: 0 (indicated by a red arrow)
- Grade category: Assignment
- Description: Type a description