

Extra Credit in a Percentage Based Gradebook

Two methods of Extra Credit for a percentage based gradebook:

- Adding an extra credit column to the final grade.
- Adding an extra credit column to a category average.

Both examples will use the Weighted Total column and two categories, Assignments worth 60% and Tests worth 40% of the final grade.

Create an Extra Credit Column

1. Click the **Create Column** tab.
2. Enter the following:
 - a. Column Name → **Extra Credit**
 - b. Primary Display → **Score**
 - c. Category → **No Category**
 - d. Points Possible → **0**
3. Click **Submit** .

Decide How to Apply the Extra Credit (to the Final Grade or a Category Average)

One important thing to consider when deciding how to apply extra credit is the impact on the final grade; five points added to a final grade has a much larger impact than five points added to a category average. Look at the difference below: (The examples below were created in a rounding grade schema)

Adding 5 Points to the Final Grade

Weighted Total	Extra Credit	Final Course
77.50% (C)	5.00	82.50% (B)

Adding 5 Points to the Test Average (40% of final grade)

Weighted To	Test Average	Extra Credit	Test Avg with E
77.50% (C)	100.00%	0.00	100.00% (A)

Weighted To	Test Average	Extra Credit	Test Avg with E
79.50% (B)	100.00%	5.00	105.00% (A)

Adding 5 Points to the Assignment Average (60% of final grade)

Weighted To	Assignment Av	Extra Credit	Assign Avg with
77.50% (C)	62.50%	0.00	62.50% (D)

Weighted To	Assignment Av	Extra Credit	Assign Avg with
80.50% (B)	62.50%	5.00	67.50% (D)

To add extra credit to the Weighted Total, instructions start on **Page 2**.

To add extra credit to a Category, instructions start on **Page 4**.

Extra Credit in a Percentage Based Gradebook

Adding Extra Credit to the Weighted Total (Final Grade)

1. Add a column for the new final grade that will include the extra credit.
 - a. Click the **Create Calculated Column** button and choose **Total Column**.
 - b. Enter the following:
 - Column Name → **Final Course Grade**
 - Primary Display → **Percentage**
 - Under Select Columns choose **Selected Columns and Categories**.
 - From the upper left-hand box 'Columns to Select' choose the **Extra Credit** column and use the arrow to move the column to the right.

Include in Total All Grade Columns Selected Columns and Categories

Columns to Select:

- Test 2
- Test 1
- Assignment 4
- Assignment 3
- Assignment 2
- Assignment 1
- Extra Credit**

Column Information
Extra Credit: Category:None/ Points Possible:0

Categories to Select:

- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Assignment

Category Information

Selected Columns:

- c. Click **Submit**.
2. To re-order the two newly created columns.
 - a. Click the **Manage** tab and choose **Column Organization**.
 - b. Scroll down to the Extra Credit and Final Course Grade.
 - c. Use the arrow to move both the **Extra Credit** and **Final Course Grade** under the Weighted Total.

Not in a Grading Period

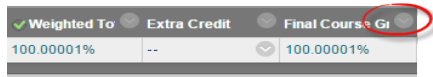
Name	Grading Period	Category
<input type="checkbox"/> Weighted Total (External Grade)	Not in a Grading Period	Calculated Grade
<input type="checkbox"/> Test 3	Not in a Grading Period	Test
<input type="checkbox"/> Test 2	Not in a Grading Period	Test
<input type="checkbox"/> Test 1	Not in a Grading Period	Test
<input type="checkbox"/> Assignment 4	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 3	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 2	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 1	Not in a Grading Period	Assignment
<input type="checkbox"/> Extra Credit	Not in a Grading Period	No Category
<input type="checkbox"/> Final Course Grade	Not in a Grading Period	Calculated Grade

- d. Click **Submit**.

Extra Credit in a Percentage Based Gradebook

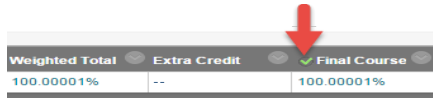
3. Set the **Final Course Grade** column as the **External Grade**.

- a. Click the contextual menu to the right of the title *Final Course Grade*.



- b. Choose **Set as External Grade**.

- c. The green checkmark should now appear to the left of the title.

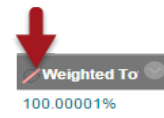


4. Hide the **Weighted Total** column from students so not to confuse the student by having two course grades (**The Weighted Total column is needed in the calculations, do not delete**).

- a. Click the contextual menu to the right of the title *Weighted Total*.

- b. Choose **Hide from Students (on/off)**.

- c. The *Column not visible* icon will appear, indicating that this column is not visible to students in *My Grades* module.



5. Assign extra credit points when ready. Points added here affect the final course grade.

- a. Locate the student record who has earned extra credit.

- b. Type the value in the extra credit column of points earned.

- Typing 5 will add 5 points to the final course grade so a student with a 100 final course grade would now have 105. A student with an 89 would now have 94, etc.
- Leaving the cell blank or adding a 0 means the student earned no extra credit and there will be no change to the final course grade.

Weighted To	Extra Credit	Final Course	Weighted To	Extra Credit	Final Course
100.00001%	5.00	105.00001%	81.66667%	5.00	86.66667%

Extra Credit in a Percentage Based Gradebook

Adding Extra Credit to a Category

1. Add a column for the category average.
 - a. Click **Create Calculated Column** tab and choose **Average Column**.
 - b. Enter the following:
 - Column Name → **Test Average** (replace *Test* with the name of your category)
 - Primary Display → **Percentage**
 - Under Select Columns choose **Selected Columns and Categories**.
 - From the lower left-hand box *Categories to Select* choose the name of the category column that is getting extra credit and use the arrow to move the column to the right. (For this example the Test Category is used).

Include in Average All Grade Columns Selected Columns and Categories

Columns to Select:

- Weighted Total
- Extra Credit
- Assignment 1
- Assignment 2
- Assignment 3
- Assignment 4
- Assignment 5
- Column Information

Categories to Select:

- Assignment
- Survey
- Discussion
- Blog
- Journal
- Self and Peer
- Category Information

Selected Columns:

Category: Test ← Your category here.

Weight Columns: Equal Proportional

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

- Make configuration changes on the right-hand side that fit your course (how you weight columns equally or proportionally and if you are dropping any grades).
- c. Under the *Options* section, decide if you want this column visible to students since there will be another one that includes the extra credit.
 - The default is *Yes*; this column will be visible to students.
 - Change the section to *No* to hide the column from students.
 - d. Click **Submit**.
2. Add a column to display the category average with the extra credit value added.
 - a. Click the **Create Calculated Column** tab and choose **Total Column**.
 - b. Enter the following:
 - Column Name → **Test Average w Extra Credit** (replace *Test* with the name of the category)
 - Primary Display → **Percentage**
 - Under Select Columns choose **Selected Columns and Categories**.
 - From the upper left-hand box *Columns to Select* choose the name of the category average column that was created in the previous step and the Extra Credit column; use the arrow to move the columns to the right. (For this example I am using the Test Average).

Extra Credit in a Percentage Based Gradebook

Include in Total All Grade Columns Selected Columns and Categories

Columns to Select:

- Assignment 1
- Assignment 2
- Assignment 3
- Assignment 4
- Assignment 5
- Assignment 6
- Assignment 7
- Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Category Information

Selected Columns:

- Column: Test Average
- Column: Extra Credit

- c. Click **Submit**.
3. To re-order the two newly created columns.
 - a. Click the **Manage** tab and choose **Column Organization**.
 - b. Scroll down to the **Test Average** and **Test Average w Extra Credit**.
 - c. Use the arrow to move the **Extra Credit, Test (category) Average** and **Test (category) Average w Extra Credit** to line up with the associated category.
 - d. Scroll to the bottom to see the gradebook columns.
 - e. Use the move arrow to drag and drop the **Test Average** and **Test Average w Extra Credit** columns to near the **Weighted Total** in an order that you like.

Name	Grading Period	Category
<input type="checkbox"/> Weighted Total (External Grade)	Not in a Grading Period	Calculated Grade
<input type="checkbox"/> Extra Credit	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 1	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 2	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 3	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 4	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 5	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 6	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 7	Not in a Grading Period	Assignment
<input type="checkbox"/> Assignment 8	Not in a Grading Period	Assignment
<input type="checkbox"/> Test 1	Not in a Grading Period	Test
<input type="checkbox"/> Test 2	Not in a Grading Period	Test
<input type="checkbox"/> Test Average	Not in a Grading Period	Calculated Grade
<input type="checkbox"/> Test Average w Extra Credit	Not in a Grading Period	Calculated Grade

- f. Click **Submit**.
4. Reconfigure the **Weighted Total** column to use the new category average with extra credit.
 - a. Click the contextual menu to the right of the title *Weighted Total*.
 - b. Choose **Edit Column Information**.
 - c. Scroll down to the *Select Columns* section.
 - d. On the right-hand side remove the category that the extra credit is being added to.

Extra Credit in a Percentage Based Gradebook

Include in Weighted Grade

Columns to Select:

- Extra Credit
- Assignment 1
- Assignment 2
- Assignment 3
- Assignment 4
- Assignment 5
- Assignment 6
- Column Information

Categories to Select:

- Survey
- Discussion
- Blog
- Journal
- Self and Peer
- Category Information

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

* 40 % Category: Test

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

* 60 % Category: Assignment

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

Total Weight: 100%

- e. On the left-hand side from the upper box *Columns to Select* choose the category average column that you created and move it to the right-hand side.
- f. Apply the weight to the category average column.

Include in Weighted Grade

Columns to Select:

- Assignment 5
- Assignment 6
- Assignment 7
- Assignment 8
- Test 1
- Test 2
- Test Average
- Column Information

Categories to Select:

- Survey
- Discussion
- Blog
- Journal
- Self and Peer
- Test
- Category Information

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 percent.

40 % Column: Test Average w Extra Credit

* 60 % Category: Assignment

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

Total Weight: 100%

- g. Click **Submit**.
5. Assign any extra credit points (when ready).
 - a. Locate the student record who has earned extra credit.
 - b. Type the value in the extra credit column of points earned.
 - Typing 5 will add 5 points to the category average.
 - Leaving the cell blank means the student earned no extra credit and there is no change to the final course grade or the category average.

Weighted To	Test Average	Extra Credit	Test Average w
79.50% (B)	100.00%	5.00	105.00%