To create and include extra credit columns in students’ final scores, follow these steps:

1. Create a column for Extra Credit by clicking “Create Column”

2. Give a Name to the Column; entering a Grade Center Display Name and Description for the column is optional.

3. Choose a Primary Display. Choosing a Secondary Display is optional and will only show to the Instructor. Note: “Score” is most commonly used for the Primary Display for extra credit.
4. Do not choose a category for Extra Credit; choose "No Category" from the drop down-menu if it is not already selected.

5. Assign the Extra Credit a point value of 0 by entering “0” for **Points Possible**.

6. Assign a **Due Date** to the Extra Credit.

7. Select "Yes" to **Include this Column in Grade Center Calculations**. Choose whether you want to **Show this Column to Students** or **Show Statistics (average and median)** for this column to Students in My Grades.

8. Click **Submit** to create the Extra Credit column.

9. You are now at the Grade Center page. On the Grade Center page, click the action link in the “Total Points” column. You will see a drop-down menu.
10. Select **Edit Column Information** from the drop-down menu.

11. Scroll down to the “Select Columns” area.

12. In the section titled **Include in Total,** choose **Selected Columns and Categories.**

13. Choose which columns and/or categories to include in the Total Points column. To include Extra Credit, select the title you chose for the Extra Credit column and move it to the section titled “Selected Columns” by click the center arrow (pictured below).
14. Scroll down and click **Submit**.