

## Including Extra Credit in Grade Center Totals

To allow “extra credit” items, columns with zero points possible in the Grade Center, to show up in the Total column, there are a few changes that need to be made.

The obvious first step is to create the zero point columns; these can be either manually added columns worth zero points, or one can change an existing test, assignment, or discussion board grade column to be worth zero points possible.

At this point, although the column is worth zero possible points, points from that column are not being added to the Total column in the Grade Center.

To fix that:

- A. Enter the Grade Center from the Control Panel, so that you can see the grade grid view.
- B. Click the double chevron button next to the column header for the Total column.
- C. Select the Modify Column choice from the resulting menu.
- D. On the next screen, scroll down to section 3 and change settings as described below:

1. Change the **Include in Total** setting from “All Grade Columns” to “Selected Grade Columns, Calculated Columns and Categories”. (The screen will change to offer up additional controls as shown here.)
2. Select the grade columns to include in the Total. (Note that you can click the first item, hold the Shift key on the keyboard, and click the last item, to select all of them together.)
3. Click the circled arrow button, to move the selected columns to the right. (If you didn’t have all the columns selected, you can move them one at a time.)
4. Make sure that your **Calculate as running total** entry is set to “No”. (If running total is turned on, the zero point columns will NOT be added to the Total column.)

- E. Scroll to the bottom of the screen and click the **Submit** button in the lower right corner.

Your Total column should now include the points assigned to zero point columns.

The screenshot shows the 'Modify Column' interface for the 'Total' column. At the top right, a menu is open with options: 'Column Information', 'Modify Column', 'Hide Column', 'Column Statistics', and 'Close Menu'. The main settings area is divided into sections:

- Include in Total:** Radio buttons for 'All Grade Columns' (unselected) and 'Selected Grade Columns, Calculated Columns and Categories' (selected). A red arrow labeled '1' points to this selection.
- Columns to Select:** A list box containing 'Weighted Total', 'XC', 'Test 1', 'Essay One', and 'Essay Two'. A red box highlights the first four items, with a red arrow labeled '2' pointing to it.
- Selected Columns:** An empty list box on the right. A red arrow labeled '3' points to a right-pointing arrow button between the two list boxes.
- Categories to Select:** A list box containing 'Turnitin Assignment', 'SafeAssignment', 'New Category', 'Demonstration Category', 'Test', and 'Discussion'. A red arrow labeled '4' points to the bottom of this section.
- Calculate as running total:** Radio buttons for 'Yes' (unselected) and 'No' (selected).