

# Adding Extra Credit to a Percentage Based Gradebook

Adding extra credit to a percentage based gradebook does not work that well in Canvas. In general the best way to add extra credit to a percentage based gradebook is to NOT ADD EXTRA CREDIT UNTIL AFTER ALL OTHER COURSE GRADES ARE ENTERED INTO THE GRADEBOOK (including the final exam). Then, add the extra credit by adding an extra Assignment Group (category) for extra credit and make it worth the percent you would like the overall course grade to be raised if students get the full amount of extra credit. This is normally anywhere from 1-4% and will make the overall percent possible in the course 100% + the extra credit percent; this means your overall course percent could be 101-104%. Once the extra credit Assignment Group is created, then add an extra credit assignment in this Group and make it worth the total number of extra credit points possible; you can also add multiple extra credit assignments in this same manner.

## Extra Credit Example:

**Column 1:** Final course grade with ALL COURSE GRADES (including the final exam grade), but NO EXTRA CREDIT.

**Column 2:** Final course grade with ALL COURSE GRADES (including the final exam grade) and EXTRA CREDIT. In this case the extra credit was worth 4% and if the student got all the extra credit points (75 points possible) then their final course grade was raised by 4%. The red boxes show students who only got 31/75 points extra credit. This means they only earned 1.65% of the extra credit ( $31/75 * 4\% = 1.65\%$ ) and as shown, their grade is only raised by 1.65% compared to the 4% that other student's final grades are raised.

### Extra Credit Setup (for this example)

1. Add an extra credit "Assignment Group" worth the total percent the extra credit should raise the student's final course grade. In this example it is 4%. By doing this you also raise the overall total percent possible in the course. (See picture below of how this looks in the Assignments section in Canvas)

Assignment Group	Weight
Abbreviation Quizzes	2 %
Tests	76 %
Homework	12 %
Final Exam	10 %
Extra Credit	4 %
<b>Total</b>	<b>104%</b>

2. Add the extra credit assignment(s) to the Extra Credit Group like a regular assignment. In this case there was one extra credit assignment worth 75 points; NOT zero points like extra credit is normally done in Canvas. Then go into this assignment and add the correct number of points for each student. (See picture below of how this would look in the Assignments section in Canvas)

Extra Credit	4%
Extra credit	out of 75

1	2
Total	Total
77.5% C	81.5% C
90.8% B	94.8% A
90.1% B	94.1% A
84.2% B	88.2% B
80.9% C	82.5% C
79% C	83% C
80% C	84% B
78% C	82% C
87.2% B	87.7% B
75% D	76% C
72% D	73.2% D
80.3% C	81.2% C
81.9% C	82.7% C
77.3% C	78.2% C
74.4% D	75.5% D
70.9% D	72.2% D
75.1% D	76.7% C

**Important Reminder:** The reason to use this method for adding extra credit to percentage based gradebooks is that extra credit WILL NOT calculate correctly until ALL OTHER COURSE GRADES ARE ENTERED (including and especially the Final Exam). This is because by adding the extra credit the gradebook is going over the normal 100%.