There are a variety of methods that can be used to include extra credit in weighted totals. The easiest and clearest are the following two methods:

1. **Add Extra Points to Existing Columns**
   - *This method is easy and works well as you move along in the course.*
   - Add extra points to a test or assignment column that is already used in your weighted total.
     - e.g. for a column with a possible point value of 20, enter 21 points

2. **Use a Weighted Total + Extra Credit Column**
   - *Use this method After all possible points are accounted for in the Weighted Grade column*
   - View this video for a quick step-by-step overview:
     - Quicktime: [http://rms.rsccd.edu/distance_ed/BbWeightedExtraCredit/WeightedExtraCredit.mov](http://rms.rsccd.edu/distance_ed/BbWeightedExtraCredit/WeightedExtraCredit.mov)
     - Flash: [http://rms.rsccd.edu/distance_ed/BbWeightedExtraCredit/WeightedExtraCredit.swf](http://rms.rsccd.edu/distance_ed/BbWeightedExtraCredit/WeightedExtraCredit.swf)
   - Create a new column for Extra Credit, give it a possible “0” points
   - Create a Calculated Total Column, name it “Weighted + Extra Credit”
     - Select Percentage as the Primary Display
     - Click “Selected Columns and Categories”
     - Select Weighted Total column and click to move it to the right, into the “Selected Columns” for total calculation.
     - Select Extra Credit column and click to move it to the right, into the “Selected Columns” for total calculation.
     - Click “Submit”
   - To give extra credit points
     - Calculate the number of points you want to give for extra credit
     - If you are willing to give x% for extra credit, you can calculate this by hovering over the Weighted Total column to see the possible weighted total points. Multiply the total by the x percentage you want to give for extra credit.
       - For example: If the Weighted Total points = 80. To find 1% of 80, multiple 80 by .01. Thus, 1% of 80 is .08. If I wanted to have extra count for 2% of the weighted total, I would use 80 * .02, or 1.6.
   - Enter the number of points in the Extra Credit column associated with the % you want to give by student
     - | Weighted Total | Extra Credit | Weight+Extra C |
       |---------------|-------------|---------------|
       | 55.38%        | 1.6         | 57.35%        |
       | 46.08%        | 0.8         | 47.08%        |