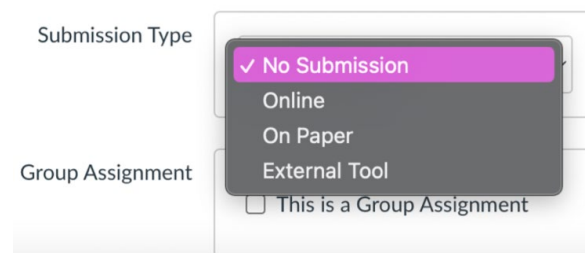# SETTING UP EXTRA CREDIT IN CANVAS

There are two ways to set up extra credit in Canvas depending on your gradebook set up. If you are using Point System Grades in a Canvas course, please see Option 1. If you are using Weighted Grades in your Canvas course, see Option 2.
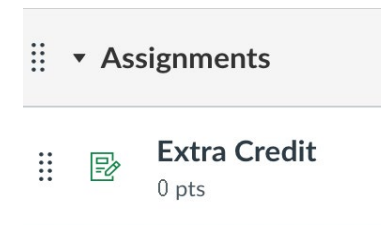
Option 1: Point System Grades

Use this option if your grades are set up using a point system in your Canvas Course.

1. Go to your Canvas course, and find the **Assignments** page.

2. Add a **New Assignment** worth zero points.

3. Click the drop down for submission type.

4. The submission type should be **No Submission.**

5. After this is done, **Save & Publish** and this will create a new assignment. (it will look like the following assignment)

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Quick TIP *To check if this feature is working, use the Test Student to see how extra credit will be presented to students.*

6. Go to the **Gradebook** and add the extra credit points into the assignment column that was just created. The assignment should now be out of 0 points.

Extra Credit Out of 0
–

7. Throughout the semester you can add points into the assignment column that was just created. For example, starting with zero, every point added gives extra credit

Quick TIP *You can also give extra credit for each assignment by manually giving the student more points than they scored in the gradebook or speedgrader.*

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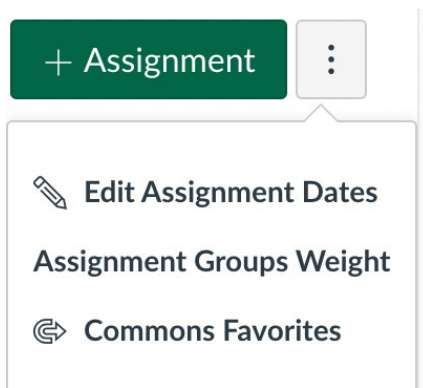
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Option 2: Weighted Grades

Use this option if your grades are weighted in your Canvas Course. Canvas does not have an official way to add extra credit for assignments that are weighted. Instead, Canvas has suggested this alternative way. This requires waiting to apply extra credit to the end of the course once all other assignments have been completed. Grades will not calculate for or against the student as you add grades throughout the semester. Part II will cover how to properly implement extra credit with weighted grades.

Part I: Setting Up Extra Credit

This requires waiting to apply extra credit to the end of the course once all other assignments have been completed.
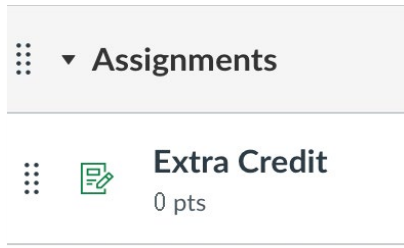
1. Go to Assignments area in your course. (located on the left-hand navigation bar)

2. Select the drop-down option using the three dots next to the green **+ Assignment** button.
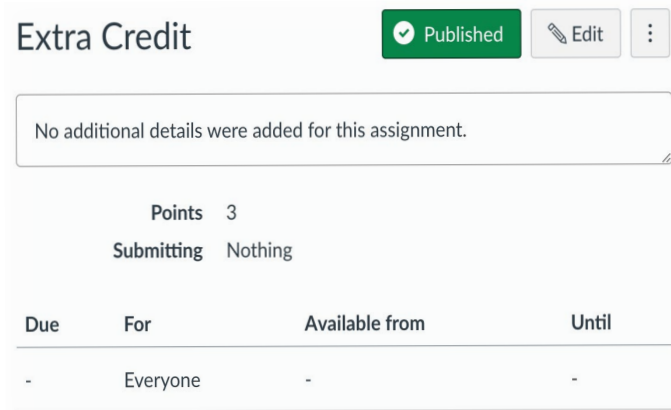

3. Add a new Assignment Group titled **Extra Credit.**

4. Select **Assignment Groups, and Weight** set it to zero percent.

Don't MISS > *Make sure all the other categories above equal to 100%.*

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5. Create a new Assignment labeled **Extra Credit** within the assignment group.

6. Set this assignment to be worth the points you desire.

7. Choose the Submission Type **No Submission.**

8. **Save & Publish** to create a column for extra credit in your gradebook.

9. You can add points throughout the semester, as they will not calculate yet.

Part II: Implementing Extra Credit

Adding the extra percentage on top of 100% is how extra credit is added within Canvas. However, this can only be added after all grades have been updated.

To see in real time the grades change, go to Grades first and note a student's grade. After completing the steps below, see how that student's grade changed.

Before completing the steps below, all assignments in the course for all students must have a grade.

1. Go back to the **Assignments** navigation area and select weighted grades from the drop-down menu.

2. Change the extra credit **Assignment Group** from zero to the extra credit points desired.

3. Save and review the **Gradebook**.

4. To check if this feature is calculating as desired, use the **Student View** to give the Test Student full scores on all assignments.

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Quick TIP   *Whatever is past 100% is how much the extra credit is giving. Once you have more than 100% in assignment groups that contain graded assignments, then extra credit can't hurt you. But until then, putting something into a group called extra credit could hurt you if you didn't get the extra credit.*

For a more detailed explanation of how to use extra credit with weighted grades, please see this Canvas Tutorial.

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