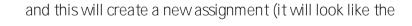There are two ways to set up extra credit in Canvas depending on your gradebook set up. If you are using Point System Grades in a Canvas course, please see Option 1. If you are using Weighted Grades in your Canvas course, see Option 2.

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 (see left-hand navigation bar).
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, **S   P**   and this will create a new assignment (it will look like the following assignment).

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.
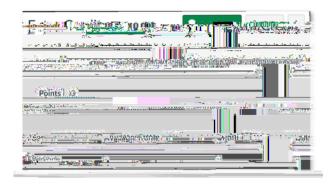
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This requires waiting to apply extra credit to the end of the course once all other assignments have been completed.

1. Go to Assignments area in your course. (see left-hand navigation bar)
2. Add a new Assignment Group titled Extra Credit by clicking the   button at the top right.
   Then select the drop-down option using the three dots next to the green

5. Create a new Assignment labeled _____ within the assignment group.

6. Set this assignment to be worth the points you desire.
7. Choose the Submission Type
8. _____ 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.

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.