3. On the **Edit Column** page, change the **Primary Display** to **Score** and provide the **Points Possible**.

4. Click **Submit**. The assigned scores appear in the column's cells.

To learn more about external data, see [Uploading or Downloading Grade Center Items for Working Offline](#).

### About Deleting Grade Center Columns

When you create gradable items in your course, grade columns are created automatically in the Grade Center, including columns for:

- Tests, surveys, and self and peer assessments
- Assignments and SafeAssignments
- Discussion posts
- Journal and blog entries
- Wiki contributions

The only way to delete these auto-created grade columns is to first delete the gradable items in your course. For some, if no student submissions exist when you delete the item, the Grade Center column is deleted automatically or you are allowed to decide whether to delete the column. However, when you delete a SafeAssignment in your course, you must also delete the corresponding column in the Grade Center.
Before deleting gradable content in your course, you must carefully consider what the ramifications may be. Student work, such as test and assignment submissions, is deleted along with the deletion of the content item in your course. The action is final. In some cases, you can choose to save the grades assigned in the Grade Center. Even if you retain grade columns in the Grade Center, you cannot access the student submissions because they were deleted with the item in your course. Alternatively, you can preserve the submissions and the scores in the Grade Center by making a gradable item in your course unavailable.

You are not allowed to delete the default user columns and the external grade column. If you set a grade or calculated column as the external grade column, you must select another column as the external grade column before you can delete the first one.

**How to Create an Extra Credit Column**

You can create an extra credit column in the Grade Center that is included in the total computation and has a maximum score of 0. Then, you can assign extra credit points as needed.

*Example: Columns in Grade Center*

<table>
<thead>
<tr>
<th>Column</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign 1</td>
<td>10</td>
</tr>
<tr>
<td>Assign 2</td>
<td>10</td>
</tr>
<tr>
<td>Essay</td>
<td>50</td>
</tr>
<tr>
<td>Test</td>
<td>30</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Be sure to set the total column as the external grade column.

Use the following steps to create an extra credit column in the Grade Center.

1. On the action bar, click **Create Column**.
2. On the **Create Grade Column** page, provide the appropriate information.
3. For **Primary Display**, select **Score** from the drop-down list.
4. For **Secondary Display**, select **Percentage** from the drop-down list.