How to Create Extra Credit Columns in Your Grade Center

Instructors can add extra credit points to their students' grades in Blackboard without affecting the total number of "normal" points possible in the course by following this 3 step process.

Step 1: Create an Extra Credit Category

1) In your **FULL GRADE CENTER**, roll your mouse over the **MANAGE** button and select **CATEGORIES**.

2) On the **CATEGORIES** page, click the **CREATE CATEGORY** button.

3) On the Create Category page, create a Category called "**Extra Credit**".

4) Click **SUBMIT**.

5) The "Extra Credit" category will be added to your list of available categories. This category will be used in Step 2 and Step 3.

To exit the Category page, click the **OK** at the bottom of the page.

Success: Category created.

Categories

A Grade Center Category is a classification of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self and Peer, Survey, and Test that cannot be removed or edited. More Help

Create Category

Delete

	Title ▲	Description	Columns
	Assignment		Assignment 1A,Assignment 1B,Assignment 3,Assignment 4,Assignment 5,Group Assignment 1,Summary Assignment,Assignment 3 (complete/incomplete),Assignment 10,Assignment 4,June Assignment 1
	Blog		Graded Blog,Study Group 1 Blog
	Discussion		Graded Forum (participation),Answer this question,Introductions,Graded Forum,Neurotransmitters 1,Graded Forum,Topic 1: What is a neuron?,Group 1 Discussion,new,Graded Thread,NEW,Introductions
	Discussion		Graded Forum,Reply to this thread,Forum 2,Forum 1,Graded DB 1,Graded DB 2,Time travel,Dogs
	Exam		Test 13,Test 12,Test 11,Test 10,Test 9
☐	Extra Credit ⌄		Extra credit

Step 2: Create Extra Credit Column/s

1) In the **FULL GRADE CENTER**, click the **CREATE COLUMN** button. On the Create Column page, do the following.

1. Column Information

Give column a **NAME** → ❋ Column Name   `Extra Credit 1`

Grade Center Name   `_____`

Description

Add short **DESCRIPTION** →

Text Editor is: **ON**

▾ Normal   3 ▾   Arial   ▾ | **B** *I* U abc | x₂ x² | ≡ ≡ ≡ | ▨ ▨ | ▤ ▤ ▤ | ▤
▾ abc ✂ ▢ ▢ ⊘ ▷ ▷ ◁ | 🌐 ▦ ▱ **A** ▣ ✎ | √x ⟨⟩ ⟨⟩ ▭ ✦
▾ ▢ ▣ ▣ ▣ ▣ ▣

Worth 5 points

▾ Path: body

☐ Save as Reusable Object

Set Primary Display as **SCORE** → Primary Display   `Score ▾`

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display   `None ▾`

This display option is shown in the Grade Center only.

Set Category to **EXTRA CREDIT** → Category   `Extra Credit ▾`

❋ Points Possible   `0`

Set Points Possible to ZERO (0)
THIS IS IMPORTANT!

2) When you are done, click **SUBMIT**.

> **Why Must the Column Be Worth Zero (0) Points?**
>
> In order to truly be considered as *extra credit*, this column must be set up with a value of "0" points possible. That way, any points entered here will *not* be included in the regular total of points possible in the course.
>
> For example, if you have a created a course worth 100 points, and have decided to give students a chance to earn 5 extra credit points, you do not want the Grade Center to calculate grades based on 105 points possible.

3) The column will be added to your Grade Center. You may enter the extra credit points earned by manually typing the points earned into a student's Extra Credit column grade cell.

Click on a cell and type the point value earned

Step 3: Create a New Total Column

1) In the Full Grade Center, roll your mouse over the **CREATE CALCULATED COLUMN** button and select **TOTAL** column from the drop-down menu.

2) On the **CREATE TOTAL COLUMN** page, give your column a name, such as **TOTAL W/EXTRA CREDIT**

3) Set the column's **PRIMARY DISPLAY** to **SCORE**. You may enable a Secondary Display (such as "Percent") if desired.

Set Primary Display to SCORE

4) Scroll down to part 3 of the form, called **SELECT COLUMNS**. Next to the words "Include in Total" choose the **SELECTED COLUMNS AND CATEGORIES** radio button.

Click to select columns and categories to include in the Total calculation

5) A column picking box will appear. In the "**Columns to Select**" pane, select your regular grade columns (i.e. assignments, tests, discussions, etc.) and click the gray ⟩ button to move them to the Selected Columns panel.

Select column and click the arrow button to add it to Selected Columns

Please Note - In this example, I am including just my assignment columns in the calculation.

6) In the "**Categories to Select**" pane, select your "**Extra Credit**" category and click the gray ⟩ button to move it to the Selected Columns panel.

Select your Extra Credit category and move it to the Selected Columns list
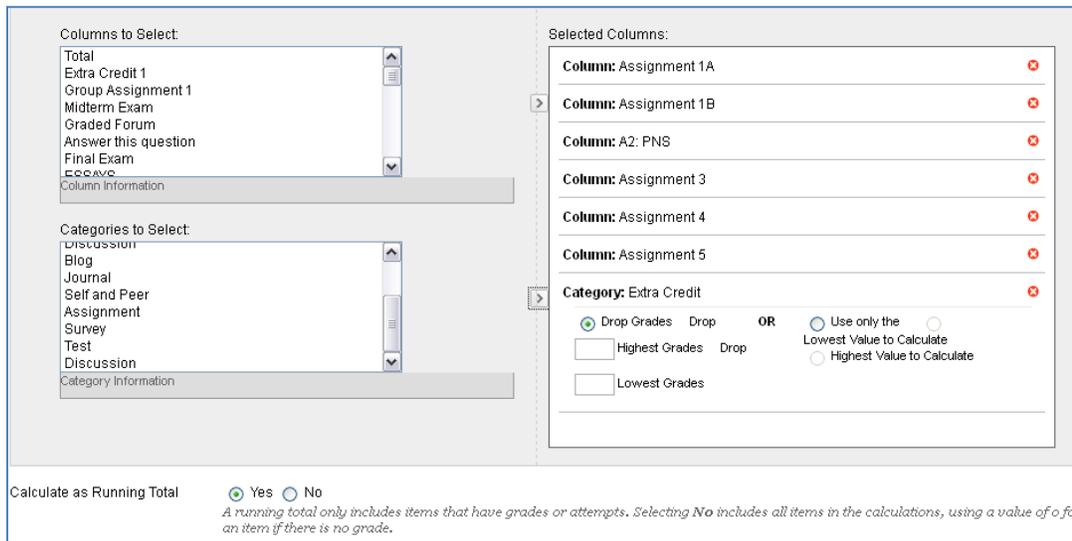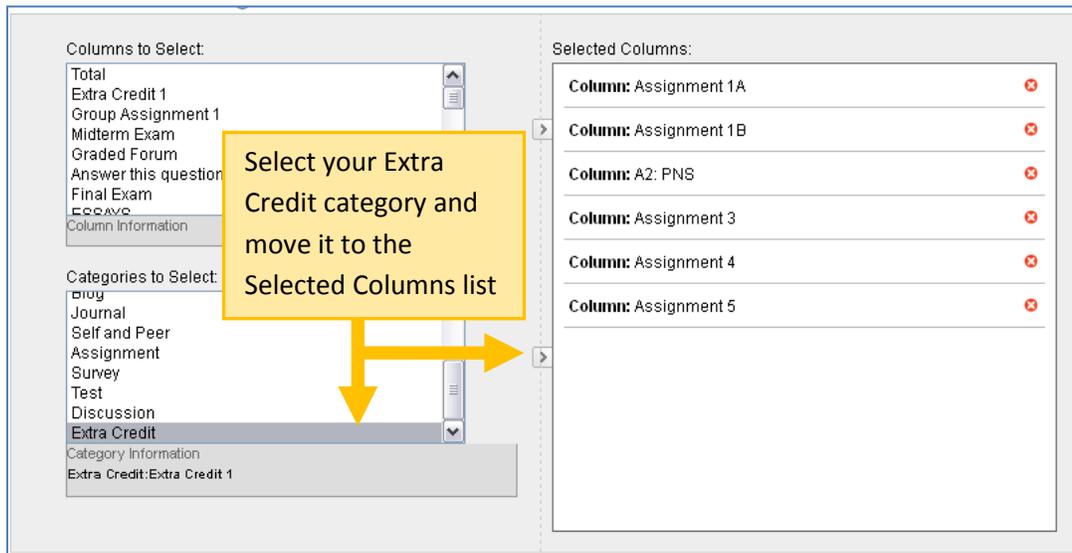
In this example, my Total calculation will add the points students earned on their assignments and add to that any extra credit points earned.

7) When you are done, click the **SUBMIT** button at the bottom of the page. You will now have a Grade Center that accommodates for accurately adds extra credit points to the regular points earned in the course.

Finished Example:

Last Name	First Name	Total	Extra Credit 1	Total w/Extra Cr
Asterisk	Annie	520.00 (100.00%)	5.00	525.00 (100.96%)
Bracket	Brett	472.00 (90.77%)	4.00	476.00 (91.54%)
Colon	Collin	--	--	--