CREATING EXTRA CREDIT QUESTIONS ON A TEST IN BLACKBOARD

When you create a test in Blackboard, you can edit a question to make it worth extra credit using these instructions. These steps are best performed before making a test available to students, but can be performed after students have taken a test.

STEP 1 – EDIT THE TEST

1. In the course, scroll down to the CONTROL PANEL and click on COURSE TOOLS. From the Course Tools menu, select TEST, SURVEYS, AND POOLS.

2. On the Test, Surveys, and Pools main menu, click TESTS.

3. On the Tests page, roll your mouse over the test you need to edit. A gray arrow button will appear next to the name of the test. CLICK the gray arrow button and select EDIT from the context menu that appears.

STEP 2 – EDIT THE TEST’S QUESTION SETTINGS

1. On the test canvas, click the QUESTION SETTINGS button.

2. On the Question Settings page, scroll down to the SCORING section. CHECK the checkbox next to the option labeled PROVIDE OPTION TO ASSIGN QUESTIONS AS EXTRA CREDIT.

3. Click the SUBMIT button to save this setting. You will be taken back to the Test Canvas.
STEP 3 – SELECT AND EDIT A QUESTION’S SCORING

1. Before you make your changes, review the following information on the Test Canvas: Total Questions, Total Points, and the original Points value of the question you will change to extra credit. This information is useful to determine whether the changes you make to the test have taken effect.

2. To make a question worth extra credit points, click a question’s POINT VALUE BOX.

3. A small UPDATE POINTS form will appear on the screen next to the question. CHECK the EXTRA CREDIT checkbox and click SUBMIT.

4. A confirmation message will briefly appear on the screen, stating that the question’s point value and extra credit have been updated.

You will notice that the question is now labeled as Extra Credit and the test’s Total Points has been adjusted accordingly.
CHANGING A QUESTION’S SCORING TO EXTRA CREDIT AFTER A TEST IS ATTEMPTED BY STUDENTS

If you edit a question’s scoring after students have completed a test, the question scoring form will display a **Submit and Regrade button**. Upon clicking this button, you will see an alert box that notifies you that this action will trigger an automatic re-grading of student test attempts accordingly. Click **OK** to proceed with the re-grading process or **Cancel** to discard your changes.

![Test Canvas: Test 6](image)

The Test Canvas allows you to add and edit questions, add question sets or random blocks, reorder questions, and review the test. 

The page at https://blackboard.matc.edu says:

Changing the points possible will trigger a regrading of existing attempts, impacting existing grades. Do you want to continue?

[OK] [Cancel]