

# CREATING EXTRA CREDIT QUESTIONS ON A TEST IN BLACKBOARD



## Blackboard Learn

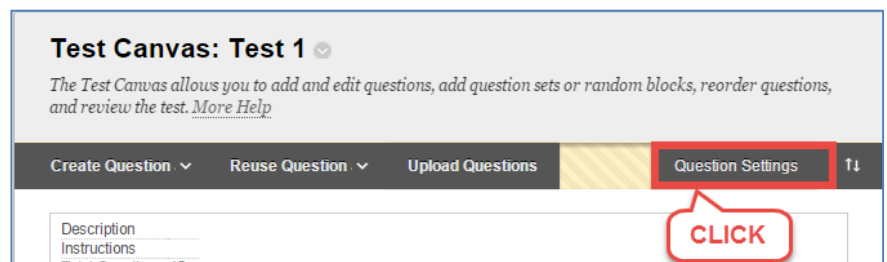
When you create a test in Blackboard, you can edit a question to make it worth extra credit using these instructions. These steps are best performed before making a test available to students, but can be performed after student's have taken a test.

### STEP 1 – EDIT THE TEST

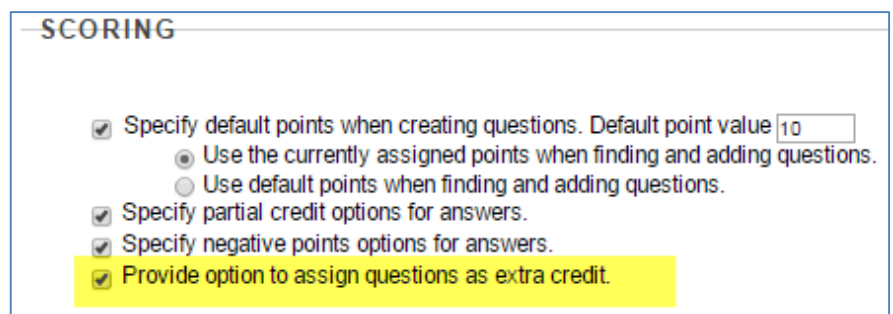
1. In the course, scroll down to the **CONTROL PANEL** and click on **COURSE TOOLS**. From the Course Tools menu, select **TEST, SURVEYS, AND POOLS**.
2. On the Test, Surveys, and Pools main menu, click **TESTS**.
3. On the Tests page, roll your mouse over the test you need to edit. A gray arrow button 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.

The screenshot shows the 'Test Canvas: Test 1' interface. At the top, there is a navigation bar with 'Create Question', 'Reuse Question', 'Upload Questions', and 'Question Settings'. Below this, a summary box shows 'Total Questions: 15' and 'Total Points: 150'. A question is listed with a 'Points' value of '10'. The question text is 'With which river does the narrator of "Ligeia" associate his first wife?'.

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

This screenshot is similar to the previous one, but a red callout bubble with the word 'CLICK' inside points to the 'Points: 10' box next to the question.

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

The 'Update Points' form is shown with the 'Points' field set to '10'. A red arrow points to the 'Extra Credit' checkbox, which is checked. There are 'Cancel' and 'Submit' buttons to the right.

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.

The screenshot shows the 'Test Canvas' after the update. The 'Total Points' in the summary box is now '140'. The question's 'Points' value is now '10 (Extra Credit)'. A green success message at the bottom reads 'Success: Points and Extra Credit updated.'

## 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.

This Test has 1 attempt. For information on editing questions, click **More Help** below.

### Test Canvas: Test 6

The Test Canvas allows you to add and edit questions, add question sets or random blocks, reorder questions, and review the test. [More Help](#)

↑↓ Question Settings

You can edit, delete, or change the point values of test questions on this page. If necessary, test attempts will be regraded after you submit your changes.

Description	
Instructions	
Total Questions	1
Total Points	100
Number of Attempts	1

Select: **All** **None** | Select by Type: **- Question Type -**

→ **Delete and Regrade** | Points  | **Update and Regrade** | **Hide Question Details**

↑

1. **True/False: The sky** | Update Points:  |  **Extra Credit** |  Full Credit | **Cancel** | **Submit and Regrade**

Question      The sky is blue.

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**