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.

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**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.

- **Give column a NAME**
- **Add short DESCRIPTION**
- **Set Primary Display as SCORE**
- **Set Category to EXTRA CREDIT**
- **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 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.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>Total</th>
<th>Extra Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asterisk</td>
<td>Annie</td>
<td></td>
<td>520.00 (100.00%)</td>
<td>5.00</td>
</tr>
<tr>
<td>Bracket</td>
<td>Brett</td>
<td></td>
<td>477.00 (95.77%)</td>
<td>4.00</td>
</tr>
<tr>
<td>Colon</td>
<td>Collin</td>
<td></td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Spacebar</td>
<td>Sally</td>
<td></td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

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.

```
<table>
<thead>
<tr>
<th>Primary Display</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

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.

```
3. Select Columns

Choose All Grade Columns to include all grade columns in the total. If you have multiple grading periods, include specific columns or categories.

Include in Total

- All Grade Columns
- Selected Columns and Categories
```

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.

```
3. Select Columns

Choose All Grade Columns to include all grade columns in the total. If you have multiple grading periods, include specific columns or categories.

Include in Total

- All Grade Columns
- Selected Columns and Categories

Columns to Select:

- Assignment A
- Assignment B
- Assignment C
- Assignment D

Categories to Select:

- Assignment
- Graded Forum
- Discussion
- Blog
- Journal

Selected Columns:

- Column: Assignment A
- Column: Assignment B
- Column: Assignment C
- Column: Assignment D
```

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.

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:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Total</th>
<th>Extra Credit 1</th>
<th>Total w/Extra Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asterisk</td>
<td>Annie</td>
<td>520.00 (100.00%)</td>
<td>5.00</td>
<td>525.00 (100.96%)</td>
</tr>
<tr>
<td>Bracket</td>
<td>Brott</td>
<td>472.00 (90.77%)</td>
<td>4.00</td>
<td>476.00 (91.54%)</td>
</tr>
<tr>
<td>Colon</td>
<td>Collin</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>