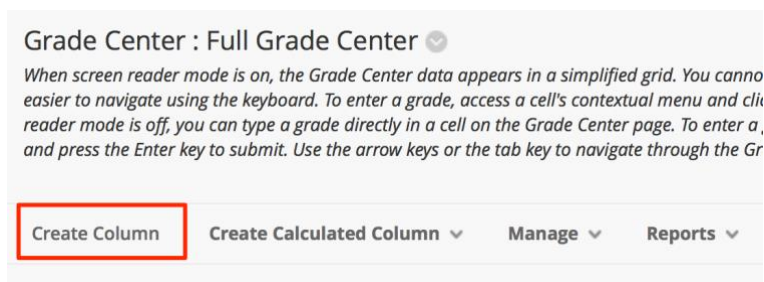


## Adding Extra Credit to Weighted Grades in Blackboard

When using extra credit and weighted grades in Blackboard, an extra credit column, weighted column, and final total column are required. The steps below outline the process of creating these three columns.

### Step 1: Create Extra Credit Column

1. Go to **Full Grade Center** and select **Create Column**



2. Name the column and choose the primary display
3. Enter in **0 for Points Possible**

\* Points Possible

4. Fill out the remaining options and click **Submit**

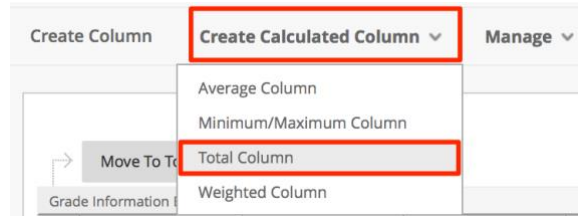
### Step 2: Weighted Total Column

Information on creating a weighted total column can be found at <http://www.gvsu.edu/elearn/help/>, under Faculty → Grade Center → Weighted Grades.

*Note: Do not add the Extra Credit Column to the Weighted column.*

### Step 3: Final Total Column

1. Click **Create Calculated Column**, and select **Total Column**



2. Name the column and choose a Primary Display. A Secondary Display is optional.
3. Scroll down to the **Selected Columns** section and next to Include in Total, check **Selected Columns and Categories**
4. Move your Extra Credit column and Weighted Column to Selected columns

#### SELECT COLUMNS

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total

- All Grade Columns  
 Selected Columns and Categories

Columns to Select:	Selected Columns:
Group Assignment Two	<b>Column:</b> Extra Credit <span>✕</span>
Group Assignment three	<b>Column:</b> Weighted Total <span>✕</span>
Week two activity	
Week One Discussion	

5. Choose whether to show column and statistics to students, and select **Submit** when finished