How to compute Extra Credit in Weighted Grades.

The 1st page of instructions is focused on locating the Point Value so you can manually calculate the value needed to compute Extra Credit when using Weighted Grades.

Before assigning Extra Credit to a Weighted Total, it is helpful to understand that Blackboard assigns points to the percentages. The point value is the average number of points for all the Categories. How that number is calculated is described at the end of this document.

Blackboard provides us with the Point Value in two locations. The Point Value will display if you hold your mouse over the Weighted Total column heading. You will see the points in the line above. Below are two examples.

If all items in the grade center are worth 100 points, the points possible will be 100

Another way to see the Points in the Grade Center is to click Manage, Column Organization and find Weighted Total.

The Average Point Value is also available in Column Organization. In the Grade Center, click Manager, click Column Organization. Find Weighted Total and the Point value is displayed on the right, as shown below.
How to add an Extra Credit column and a Final Total column to the Grade Center.

In the Blackboard Grade Center

a. Click Create Column, title it Extra Credit
b. Set Points Possible to 0, and click Submit
c. Click drop down for Create Calculated Column and select Total Column
d. Primary Display set to Percentage
e. Secondary Display set to Score (students do not see secondary Display), if desired
f. Under SELECT COLUMNS tick Selected Columns and Categories
g. Click Weighted Total and move it over to the right box by clicking the right arrow
h. Click Extra Credit and move it over to the right box by clicking the right arrow
i. Click Submit

To compute the Extra Credit amount.

If the Point Value is 100 it is easy to compute. Just add the points you want to add in the Extra Credit Column, such as 1, 2, 3 or whatever value is appropriate.

For all other Point Values, faculty must manually compute the amount of points for extra credit using the following formula.

**Number of points/100 * Extra Credit**

In the following example the course has 52.12 points (how that number is arrived at is at the bottom of this handout)

Formula to add 1% increase 52.12 / 100 * 1 = 0.5212
to add 2% increase 52.12 / 100 * 2 = 1.0424

(Make sure you include the decimal places)

Finding total number of points in a course with weighted grades

If assigning many columns to categories to be weighted, take the average points of the columns and multiply that value by the weight. If there is only 1 column in a category multiply it by the percentage. Add the weighted points for each category to find the total weighted points for the course.