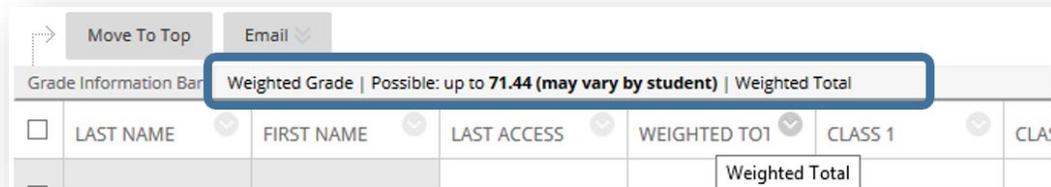


How to compute Extra Credit in Weighted Grades.

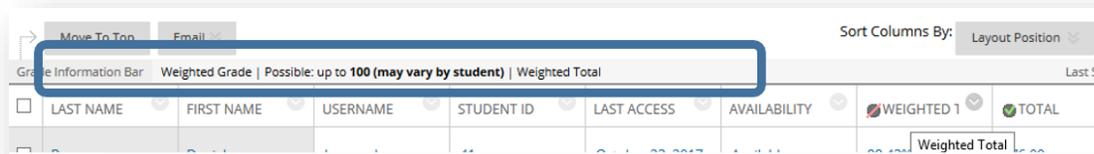
The 1st page of instructions is focused on locating the Point Value so you can manually calculate the value needed to compute Extra Credit when using Weighted Grades.

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.

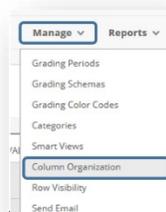
Blackboard provides us with the Point Value in two locations. The Point Value will display if you hold your mouse over the Weighted Total  column heading. You will see the points in the line above. Below are two examples.



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

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

The screenshot shows a table with columns: LAST NAME, FIRST NAME, WEIGHTED TOT, FINAL GRADE, and EXTRA CREDIT. A student named ALUMNI has a weighted total of 97.08% and a final grade of 98.08%. A blue box highlights the text 'up to 52.12 (may vary by student)' in the header area.

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

to add 2% increase $52.12 / 100 * 2 = 1.0424$

<input type="checkbox"/>	LAST NAME	FIRST NAME	WEIGHTED TOT	FINAL GRADE	EXTRA CREDIT
<input type="checkbox"/>	ACCOUNT	ALUMNI	97.08%	98.08%	0.5212
<input type="checkbox"/>	ACCOUNT	FACULTY	75.35%	77.35%	1.0424
<input type="checkbox"/>	ACCOUNT	GUEST	86.71%	89.71%	1.5636
<input type="checkbox"/>	ACCOUNT	PROSPECTIVE	74.29%	78.29%	2.0848

(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.