# Extra Credit in Blackboard

To create and include extra credit columns in students' final scores, follow these steps:

1. Create a column for Extra Credit by clicking "Create Column"

2. Give a Name to the Column; entering a Grade Center Display Name and Description for the column is optional.

3. Choose a Primary Display. Choosing a Secondary Display is optional and will only show to the Instructor. Note: "Score" is most commonly used for the Primary Display for extra credit.

4. Do not choose a category for Extra Credit; choose "No Category" from the drop down-menu if it is not already selected.

5. Assign the Extra Credit a point value of 0 by entering "0" for Points Possible.

6. Assign a Due Date to the Extra Credit. (Optional)
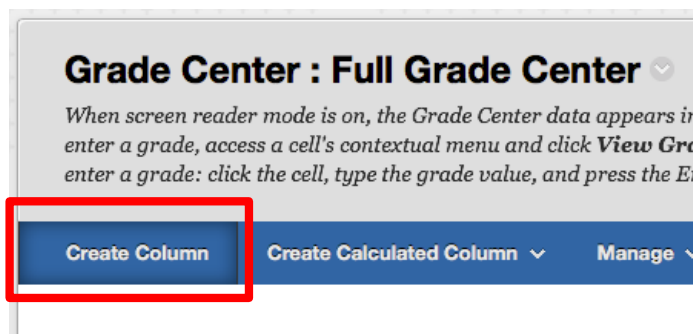
Select Create Column

Choose a name, primary display, and points possible

7. Select "Yes" to Include this Column in Grade Center Calculations. Choose whether you want to Show this Column to Students or Show Statistics (average and median) for this column to Students in My Grades.

8. Click Submit to create the Extra Credit column.

OPTIONS

*Select **No** for the first option to exclude this Grade Center column from*
*Select **Yes** for the third option to show column statistics to Students*

Include this Column in Grade Center Calculations	● Yes ○ No
Show this Column to Students	● Yes ○ No
Show Statistics (average and median) for this column to Students in My Grades	○ Yes ● No

Select Yes to include in Grade Center Calculations, choose whether to show column and statistics to students

9. You are now at the Grade Center page. On the Grade Center page, click the action link in the "Total" column. You will see a drop-down menu.

Click the drop down arrow in the "Total" Column

10. Select Edit Column Information from the drop-down menu.
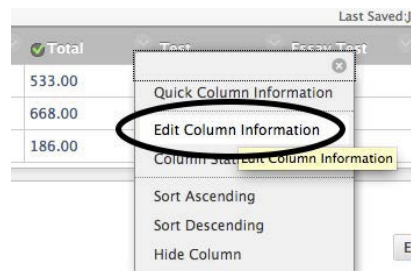
Figure 1 Select Edit Column Information

11. Scroll down to the "Select Columns" area.

12. In the section titled "Include in Total," choose Selected Columns and Categories.

Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If Grading .
Period. To include specific columns or categories in the total, choose **Selected Co**

Include in Total	◉ All Grade Columns
	◯ Selected Columns and Categories
Calculate as Running Total	◉ Yes ◯ No
	A running total only includes items that have grades grade.

In the "Include in Total" section, choose Selected Columns and Categories

13. Choose which columns and/or categories to include in the Total Points column. To include Extra Credit, select the title you chose for the Extra Credit column and move it to the section titled "Selected Columns" by click the center arrow (pictured below).

14. Scroll down and click Submit.

5. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel   **Submit**

Click Submit