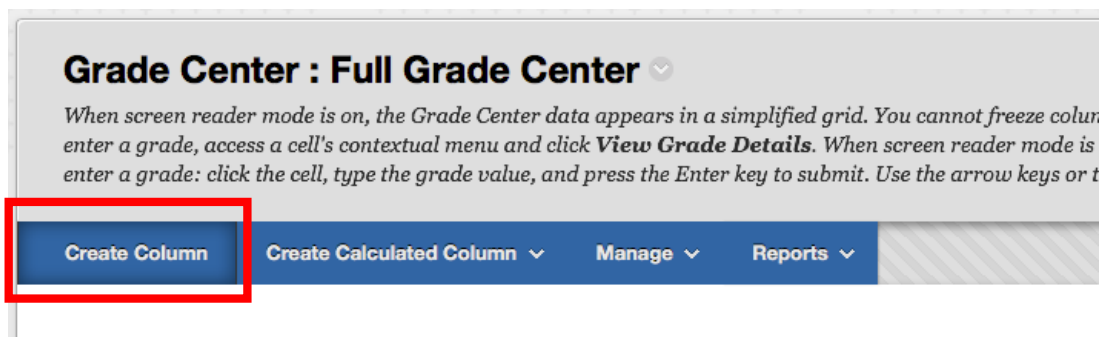# Adding an Extra Credit Column to Weighted Grades in Blackboard

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 into "Full Grade Center" and select "Create Column"

Select Create Column from Full Grade Center

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

6. Assign a Due Date (Optional)

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.

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

Step 2: Weighted Total Column
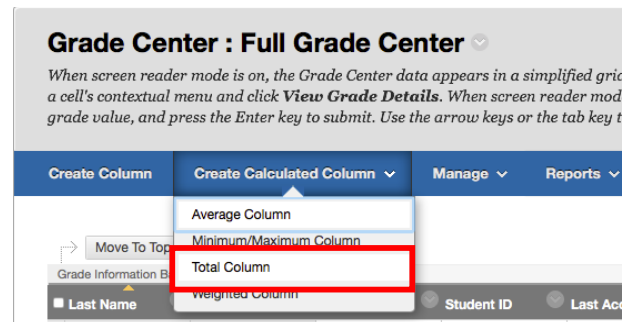
Information on creating a weighted total column can be found at http://www.gvsu.edu/elearn/help/, under Faculty → Grade Center → Weighted Grades.

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"

Click Create Calculated Column and select Total Column

2. Name the column and choose a Primary Display. A Secondary Display is optional.

Name the column and select a Primary Display

3. Scroll down to the "Selected Columns" section and move "Extra Credit" and "Weighted Column" to Selected columns.

Move "Extra Credit" and "Weighted Column" to selected columns

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

Choose whether to show column and statistics to students, and select Submit