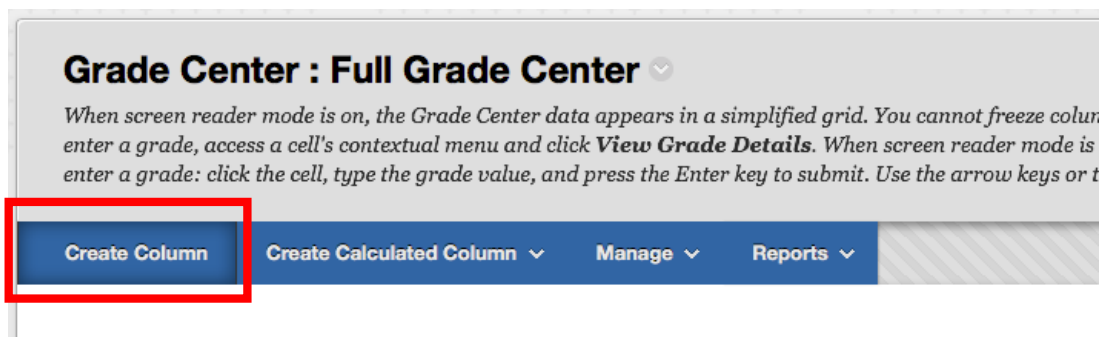


Adding an Extra Credit Column to Weighted Grades in Blackboard

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)

COLUMN INFORMATION

* Column Name

Grade Center Name

Description

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Path: p

Primary Display
Grades must be entered using the selected format. Grades display in this format in both My Grades.

Secondary Display
This display option is shown in the Grade Center only.

Category

* Points Possible

Choose a name, primary display, and points possible

- 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.
- Click Submit to create the Extra Credit Column.

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations.
Select **Yes** for the third option to show column statistics to Student:

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

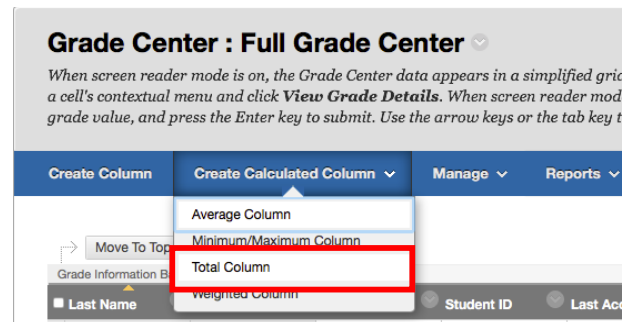
Step 2: Weighted Total Column

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

- Click "Create Calculated Column", and select "Total Column"



Click Create Calculated Column and select Total Column

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

COLUMN INFORMATION

Column Name:

Grade Center Name:

Description:

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Rich text editor toolbar with various icons for text formatting and alignment.

Path:

Primary Display:
Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display:
This display option is shown in the Grade Center only.

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.

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:

- Total
- Group Blog
- Exam
- Paper

Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer

Category Information

Selected Columns:

- Column: Extra Credit
- Column: Weighted Column

Calculate as Running Total Yes No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

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

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

OPTIONS

Select *No* for the first option to exclude this Grade Center column from calculations. Select *No* for the second option to hide this column from Students in My Grades. Select *Yes* for the third option to show column statistics to Students in My Grades.

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

Click **Submit** to proceed. Click **Cancel** to go back.

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