

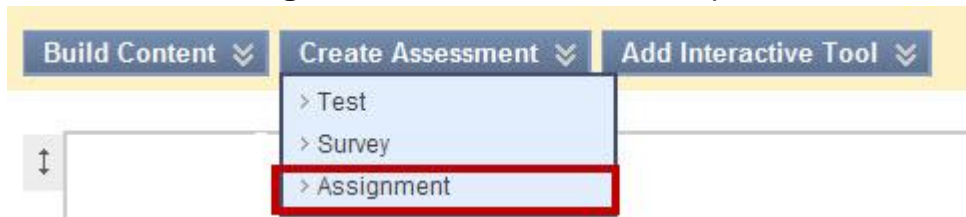
Create Extra Credit Activity in Blackboard

You can easily create an extra credit assignment in Blackboard if you do NOT weight grades. For those of you who weight grades, different methods can be used, but this will differ from course to course.

Options for Extra Credit When Not Weighting Grades

Option #1: Create Extra Credit Assignment (with points possible of zero)

1. Select **Create Assignment** from the Evaluate dropdown menu.



2. Assign zero points possible under grading, so students will not be penalized if they do not attempt the extra credit assignment.



3. After assigning any other desired settings, click the **Submit** button. The extra credit column will appear in the Grade Center and any points entered should show up in the Total column.

Option #2: Add a Free-standing Extra Credit Column in the Grade Center

Another method you can use to add extra credit to your course is to create a free-standing column in the Grade Center. This method can be used for manually adding extra credit without being tied to a specific activity (i.e. assignment, etc.).

1. Create a column in the Grade Center by selecting the **Create Column** button.



2. Provide a column name (i.e. Extra Credit).



3. Enter zero “0” as the points possible so students will not be penalized if they do not attempt the extra credit assignment.

* Points Possible

4. Under Options, make sure the **Yes** is checked for Include this “Column in Grade Center Calculations”.

3. Options

Select **No** for the first option to exclude this Grad Students in My Grades. Select **Yes** for the third o

Include this Column in Yes No
Grade Center Calculations

5. Set any other desired settings and click the **Submit** button.

Options for Extra Credit When Weighting Grades

Keep in mind that there is no direct method of calculating extra credit with grade weighting since grades are weighted by categories. If an extra credit assignment is included in a category then students will be penalized if they do not attempt the assignment. Some methods used include:

- **Manually add points to existing assignments for extra credit:**
Keep in mind that items are weighted differently so a point added to one category might be worth more or less than that one added to another category.
- **Create an extra credit column or assignment and manually calculate score:**
This basically does the same thing as adding points to existing assignments (or columns) but the extra credit is stored separately and calculation is done manually.
- **Add a Total Column that adds the weighted column an extra credit column.**
This is a multi-step process you can use if you desire to add extra credit by percentage points (i.e. if you offer 1%, 2%, etc. extra credit).
 - **Create the extra credit column described** previously (with points possible of zero).
 - Set the primary display as **Score**.
 - This column must calculate into the Grade Center calculations.

- This column must not be in a weighted category.
- **Create a Total Column with the Create Calculated Column button.**
 - Click the Create Calculated Column button
 - Select **Total Column**
 - Provide a distinct name (i.e. Final Weight)
 - Set the primary display as percentage.

Primary Display 

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

- Select the Weighted Column and Extra Credit columns as Selected Columns (do not include other columns).

3. 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	Selected Columns:
Test File Extension Issue	
Total	
Test Assignment	
Quiz 1	
Weighted Total	
Extra Credit	

3. 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	Selected Columns:
Test File Extension Issue	Column: Weighted Total 
Total	
Test Assignment	Column: Extra Credit 
Quiz 1	

- Click the Submit button when finished.
- **Enter .x for each desired percentage point of extra credit**
 Percentage points of extra credit can be added by entering .x for each desired percentage point. The total column created will add the weighted total and the extra credit to display a final percentage. For example, to add 2% extra credit, type “.2” in the cell for the selected student.

The graphic below displays the Final Weight column (total column created to add the weighted total and extra credit); the Extra Credit column with .2 entered to provide 2% extra credit and the Weighted Total which is the standard weighted grade column. So, the 100% weighted grade plus .2 assigned for extra credit equals a Final Weight of 102%.

Student ID	Final Weight	Extra Credit	Weighted Total
	102.00%	0.2	100.00%