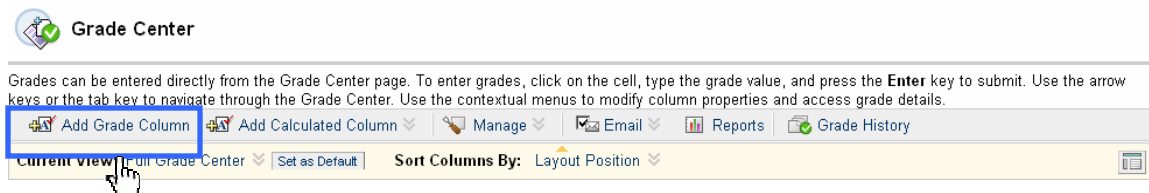


## Adding an Extra Credit Item in the Grade Center

To add an extra credit item to the Grade Center and have the item (column) included in the computation of the Grade Center Total column do the following:

1. Create a column for the extra credit item by clicking on the **Add Grade Column** icon in the Grade Center Action bar.



2. In the Add Grade Column page, give your extra credit column a name, e.g., Extra Credit, assign it a **Primary Display** value, e.g., Score, and assign a value of **0** for the **Points Possible**.

### Add Grade Column

**1 Column Information**

\* Column Name

Grade Center Display Name

Description

Path: [body](#)

Primary Display   
Grades must be entered based on this selection as

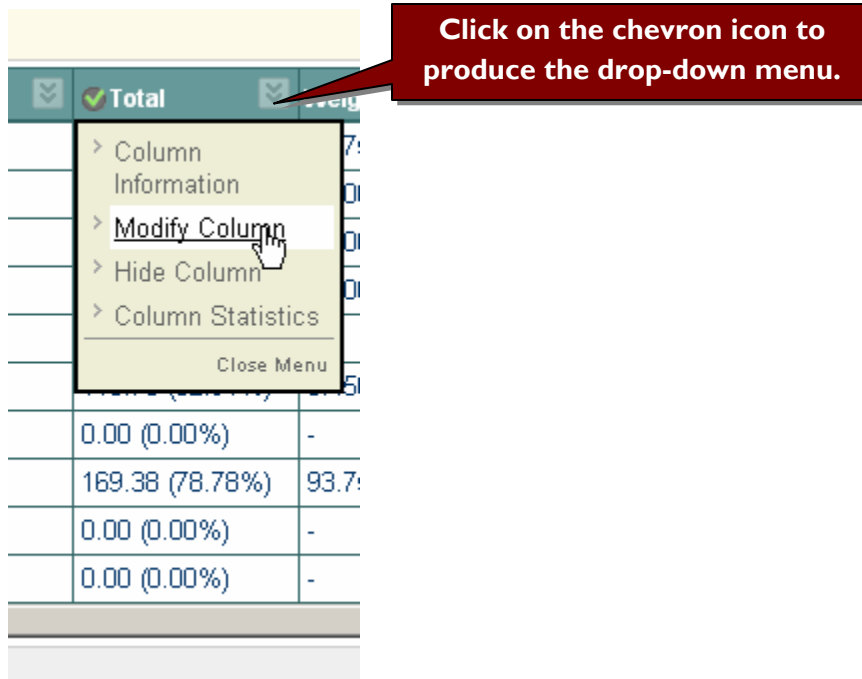
Secondary Display   
This is an additional display option which will be

Category

\* Points Possible

3. Click on **Submit**.

- You will be taken back to the Grade Center. In the Grade Center, locate your **Total** column, click on the chevron icon, and choose **Modify Column**.



Click on the chevron icon to produce the drop-down menu.

| Column          | Weight | Grade |
|-----------------|--------|-------|
| 0.00 (0.00%)    | -      |       |
| 169.38 (78.78%) | 93.7   |       |
| 0.00 (0.00%)    | -      |       |
| 0.00 (0.00%)    | -      |       |

- In the Modify Grade Column page, navigate to the third step and instead of leaving the setting as **All Grade Columns** click on the **Selected Grade Columns, Calculated Columns and Categories** radio button. You should see a screen like that below which lists all the columns and categories in your Grade Center.

**3 Select Columns**

To include all grade columns in the total, choose the **all grade columns** option. If Grading Periods exist, limit the columns included in the total by choosing the **all grade columns in Grading Period** option and select the appropriate Grading Period. To include specific columns or categories in the total, choose the **selected grade columns, calculated columns and categories** option, select the columns, and move them to the Selected Columns list.

**Include in Total**

All Grade Columns

Selected Grade Columns, Calculated Columns and Categories

**Columns to Select:**


- Assignment 1
- Grade Center Assignment
- Weighted Total
- Grade Center Review Quiz
- Homework 1
- Extra Credit

**Categories to Select:**

- Test
- Discussion
- Essay
- Assignment
- Pop Quiz
- Homework

**Selected Columns:**

- Add each of the columns, with the exception of the **Weighted Total** column, to the area in the **Columns to Select:** box to the **Selected Columns** area (CTRL click will

allow you to select more than one at a time) and then click on the arrow icon  to the right of the **Columns to Select** box. NOTE: Essentially this is the same as using All Grade Columns since you are using all of the columns, but this method allows you to include the **Extra Credit** column, something that Blackboard will not do if you leave the selection at **All Grade Columns**.

7. Your final Select Columns are should look like this:

**3 Select Columns**

To include all grade columns in the total, choose the **all grade columns** option. If Grading Periods exist, limit the columns included in the total by choosing the **all grade columns in Grading Period** option and select the appropriate Grading Period. To include specific columns or categories in the total, choose the **selected grade columns, calculated columns and categories** option, select the columns, and move them to the Selected Columns list.

**Include in Total**

All Grade Columns

Selected Grade Columns, Calculated Columns and Categories

| Columns to Select:  | Selected Columns:   |
|---|---|
| <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Weighted Total</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p><b>Column Information</b></p> <p><b>Assignment 1:</b> Category: None/ Points Possible: 25</p> <p><b>Grade Center Assignment:</b> Category: Assignment/ Points Possible: 50</p> <p><b>Weighted Total:</b> Category: None/ Points Possible: 0</p> <p><b>Grade Center Review Quiz:</b> Category: Test/ Points Possible: 40</p> <p><b>Homework 1:</b> Category: None/ Points Possible: 10</p> </div> | <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Column:</b> Assignment 1 <span style="float: right;">✖</span></p> <hr/> <p><b>Column:</b> Grade Center Assignment <span style="float: right;">✖</span></p> <hr/> <p><b>Column:</b> Grade Center Review Quiz <span style="float: right;">✖</span></p> <hr/> <p><b>Column:</b> Homework 1 <span style="float: right;">✖</span></p> <hr/> <p><b>Column:</b> Extra Credit <span style="float: right;">✖</span></p> </div> |

8. Click on the **Submit** button.

**NOTE:** If your **Total** column is set to be a running total then you will only see the extra credit included in the **Total** if at least one graded column has a score. If the **Total** is not a running total then you will see the extra credit in the **Total** even if no other grades have been entered.