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”

![Create Column](image)

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

![Column Information](image)

3. Select “Score” for the Primary Display option. For the Secondary Display option, choose “Percentage”

4. Do not choose a category; choose “No Category” from the drop down-menu if it is not already selected.

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.
5- Assign the Extra Credit a point value of 0 by entering “0” for Points Possible. This way students who did NOT do the extra credit activity(ies) will not be penalized in their grades when the grade center calculates their total score/percentage.

6- Assign a Due Date to the Extra Credit.

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. You are now at the Grade Center page. On the Grade Center page, click the action link (down arrow) in the “Total” column. You will see a drop-down menu.
9- Select Edit Column Information from the drop-down menu.

10- Scroll down to the “Select Columns” area.

11a- In the section titled “Include in Total,” choose which option you prefer.
11b- **Only if you choose selected columns and categories as an option.** 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 clicking the center arrow (pictured below).

13- Scroll down and click Submit.

*For the extra credit to be reflected in the final grade we recommend using a “Total” column.*