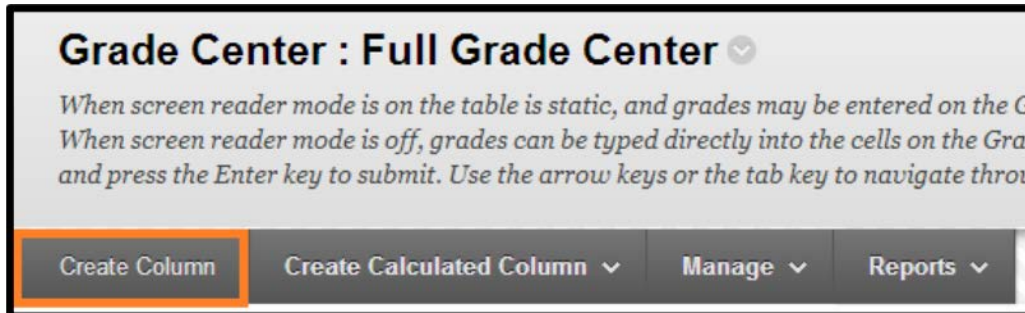




Extra Credit in Blackboard

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"



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

1. Column Information

* Column Name

Grade Center Name

Description

Path: p Words: 0

Primary Display
Grades must be entered using the selected format. 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.

Category

* Points Possible

Associated Rubrics

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.



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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.

2. Dates

Date Created May 7, 2014

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. 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.

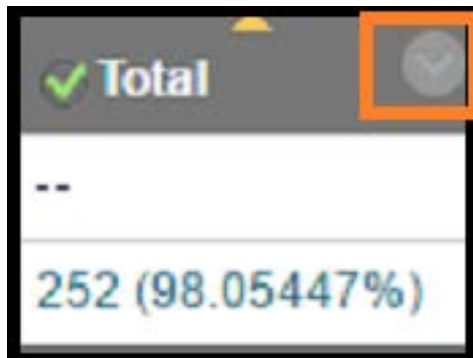
Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

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.



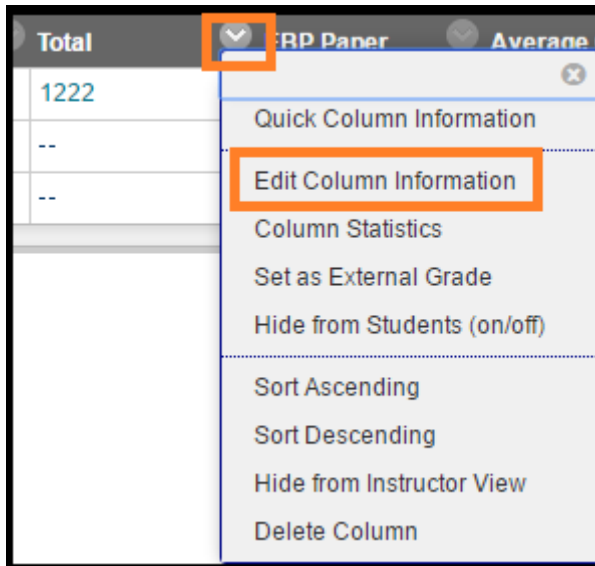


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9- Select Edit Column Information from the drop-down menu.



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

11a- In the section titled “Include in Total,” choose which option you prefer.

SELECT COLUMNS

Choose All Grade Columns to include all grade columns in the total. Do not select Columns and Categories.

Include in Total All Grade Columns
 All Grade Columns in Grading Period
 Selected Columns and Categories

Calculate as Running Total Yes No
If running total only includes items that h



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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).

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 **Columns and Categories**.

Include in Total

All Grade Columns

All Grade Columns in Grading Period Hip, Pelvis, Thigh ▾

Selected Columns and Categories

Columns to Select:

- Total
- Neuro Lab
- LE Circulation
- Pop Quiz #1
- Gait Lab
- PICO #1
- PICO #2

Column Information

Categories to Select:

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

Category Information

Blog:

Selected Columns:

- Column: Knee Lab
- Column: Extra Credit

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.

13- Scroll down and click Submit.

5. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

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