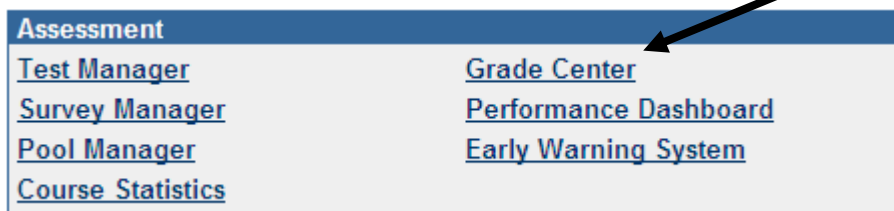


In earlier versions of Blackboard's Gradebook, you could give students extra credit points by adding a Gradebook item worth 0 points possible. The extra credit points would be added to total score for students earning the extra credit and students who did not earn extra credit would not be penalized. Handling of extra credit points changed with the new Grade Center. The Grade Center ignores any column worth 0 points possible. Additional steps are needed to include extra credit in Grade Center calculations.

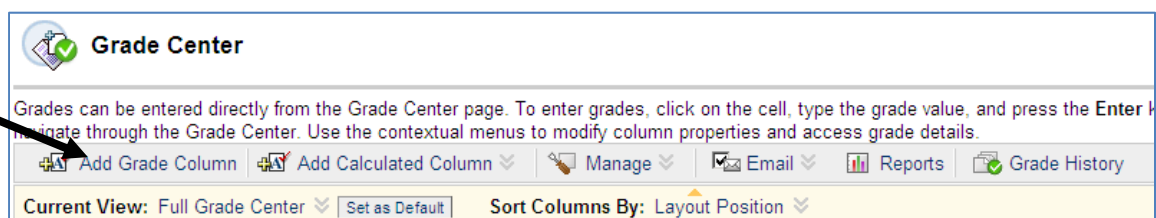
Including extra credit is a two part process. You must first create a column for the extra credit and the possible points for the extra credit should be set to zero (0). The second step involves modifying the total points column.

### Part 1 – Create Extra Credit Column

1. To create a grade column for the extra credit points, go to the **Control Panel** and then select **Grade Center**.



2. Click on the **Add Grade Column** button.



3. Enter a name for the extra credit column in the Column Name field. Set the **Points Possible** for the extra credit to zero points.


**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 and will display in this format in the Grade Center and My Grades.

Secondary Display   
This is an additional display option which will be shown in the Grade Center only.

Category

\* Points Possible

**2 Dates**

Creation Date Feb 26, 2010

Due Date ☒ None  
☐ Feb 14 2010

**3 Options**

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to make this Grade Center column unavailable in My Grades. Select **Yes** for the third option to display column statistics in My Grades.

Include this column in Grade Center calculations ☒ Yes ☐ No

Show this column in My Grades ☒ Yes ☐ No

Show Statistics (average and median) for this column in My Grades ☐ Yes ☒ No

**4 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

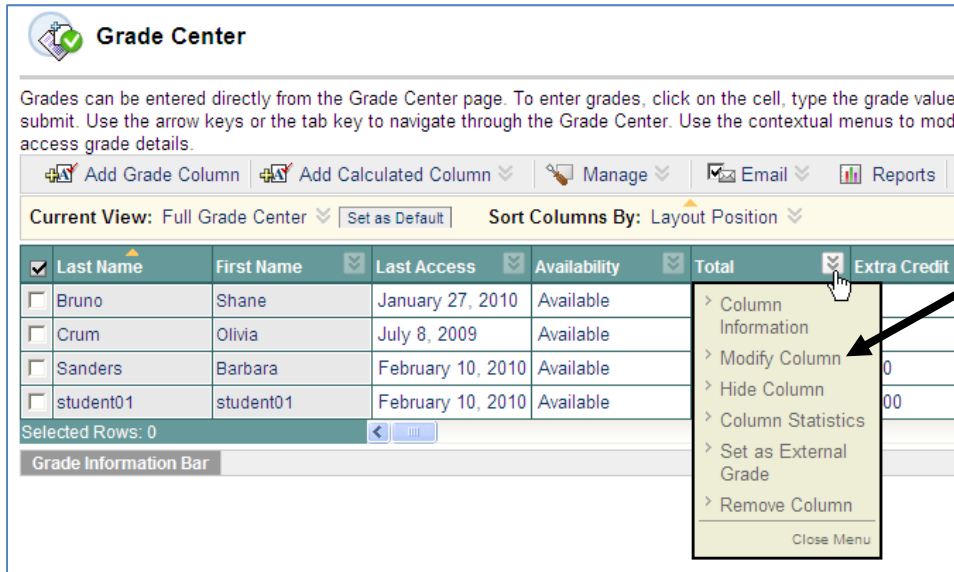
\* Required Field

Set the possible points to zero.

4. Click the **Submit** button. You will be returned to the Grade Center.

## Part 2 – Modify Total Points Column

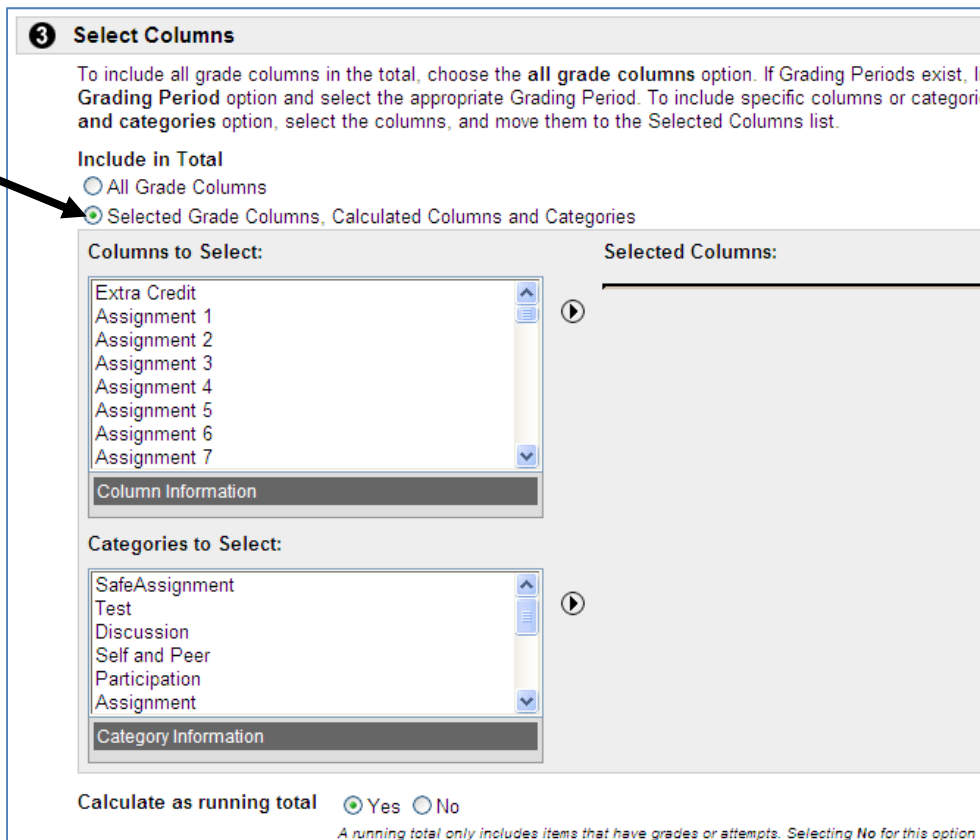
1. From the Grade Center, click on the drop down menu arrow for the total points column and select **Modify Column**.



The screenshot shows the 'Grade Center' interface. At the top, there's a header with a green checkmark icon and the text 'Grade Center'. Below this is a paragraph of instructions: 'Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, submit. Use the arrow keys or the tab key to navigate through the Grade Center. Use the contextual menus to modify access grade details.' Below the instructions are several buttons: 'Add Grade Column', 'Add Calculated Column', 'Manage', 'Email', and 'Reports'. A status bar shows 'Current View: Full Grade Center' and 'Sort Columns By: Layout Position'. The main table has columns: 'Last Name', 'First Name', 'Last Access', 'Availability', 'Total', and 'Extra Credit'. The 'Total' column has a dropdown arrow. A context menu is open for the 'Total' column, showing options: 'Column Information', 'Modify Column', 'Hide Column', 'Column Statistics', 'Set as External Grade', and 'Remove Column'. An arrow points to the 'Modify Column' option.

<input checked="" type="checkbox"/>	Last Name	First Name	<input checked="" type="checkbox"/>	Last Access	<input checked="" type="checkbox"/>	Availability	<input checked="" type="checkbox"/>	Total	<input checked="" type="checkbox"/>	Extra Credit
<input type="checkbox"/>	Bruno	Shane		January 27, 2010		Available				
<input type="checkbox"/>	Crum	Olivia		July 8, 2009		Available				
<input type="checkbox"/>	Sanders	Barbara		February 10, 2010		Available				
<input type="checkbox"/>	student01	student01		February 10, 2010		Available				

2. In Section 3 (Select Columns), choose **Selected Grade Columns, Calculated Columns and Categories** radio button. The columns and categories to select sections will be revealed when you select this option.



The screenshot shows the 'Select Columns' section. It has a title '3 Select Columns' and a paragraph of instructions: 'To include all grade columns in the total, choose the all grade columns option. If Grading Periods exist, in the Grading Period option and select the appropriate Grading Period. To include specific columns or categories and categories option, select the columns, and move them to the Selected Columns list.' Below this are two radio buttons: 'All Grade Columns' and 'Selected Grade Columns, Calculated Columns and Categories'. The second radio button is selected. Below the radio buttons are two sections: 'Columns to Select' and 'Categories to Select'. Each section has a list of items and a 'Column Information' or 'Category Information' button. The 'Columns to Select' list includes 'Extra Credit', 'Assignment 1', 'Assignment 2', 'Assignment 3', 'Assignment 4', 'Assignment 5', 'Assignment 6', 'Assignment 7', and 'Column Information'. The 'Categories to Select' list includes 'SafeAssignment', 'Test', 'Discussion', 'Self and Peer', 'Participation', 'Assignment', and 'Category Information'. At the bottom, there's a section 'Calculate as running total' with 'Yes' and 'No' radio buttons. The 'Yes' radio button is selected. A note at the bottom says: 'A running total only includes items that have grades or attempts. Selecting No for this option'.

**3 Select Columns**

To include all grade columns in the total, choose the **all grade columns** option. If Grading Periods exist, in the **Grading Period** option and select the appropriate Grading Period. To include specific columns or categories 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:**

- Extra Credit
- Assignment 1
- Assignment 2
- Assignment 3
- Assignment 4
- Assignment 5
- Assignment 6
- Assignment 7
- Column Information

**Categories to Select:**

- SafeAssignment
- Test
- Discussion
- Self and Peer
- Participation
- Assignment
- Category Information

**Calculate as running total** ☒ Yes ☐ No

A running total only includes items that have grades or attempts. Selecting No for this option

3. Existing grade column and categories are shown on the left side of the screen. **Select each grade column, making sure to include the extra credit column and do not include any calculated columns or the total column in your selection.** To highlight multiple columns at once, hold the CTRL key while clicking on the column names. Mac users can hold the Command key while clicking on the column names. After all columns are selected, click the arrow to move the columns to the selected columns area.

The screenshot shows a 'Select Columns' dialog box. At the top, there is a title bar with a circled '3' and the text 'Select Columns'. Below the title bar, there is instructional text: 'To include all grade columns in the total, choose the all grade columns option. If Grading Periods exist, li Grading Period option and select the appropriate Grading Period. To include specific columns or categorie and categories option, select the columns, and move them to the Selected Columns list.' Below this text are two radio buttons under the heading 'Include in Total': 'All Grade Columns' (unselected) and 'Selected Grade Columns, Calculated Columns and Categories' (selected). The main area of the dialog is divided into two sections: 'Columns to Select:' and 'Categories to Select:'. The 'Columns to Select:' section contains a list of columns: 'Extra Credit', 'Assignment 1', 'Assignment 2', 'Assignment 3', 'Assignment 4', 'Assignment 5', 'Assignment 6', and 'Assignment 7'. Below this list is a 'Column Information' section. The 'Categories to Select:' section contains a list of categories: 'SafeAssignment', 'Test', 'Discussion', 'Self and Peer', 'Participation', and 'Assignment'. Below this list is a 'Category Information' section. To the right of these sections is a large area labeled 'Selected Columns:'. An arrow points from the 'Extra Credit' column in the 'Columns to Select:' list to the 'Selected Columns:' area, with a red circle around the arrowhead. Another arrow points from the 'Extra Credit' column to a text box on the left that says 'Select grade columns here'. A third arrow points from the 'Selected Columns:' area to a text box on the right that says 'Click arrow to move columns over'. At the bottom of the dialog, there is a section labeled 'Calculate as running total' with two radio buttons: 'Yes' (selected) and 'No' (unselected). Below this is a small note: 'A running total only includes items that have grades or attempts. Selecting No for this option i'.

Select grade columns here

Click arrow to move columns over

4. Once all grade columns are moved over, you should click submit to save changes. Extra credit points will now be reflected in the updated total column.

NOTE: If you add columns to the Grade Center later, you should update the column selections because they will not automatically be included in the total points calculations.

Also, this suggestion for handling extra credit will not work if you are using weighted grades. If you must use weighted grades, you should download a copy of the Grade Center and calculate the students grades with the extra credit outside of the Grade Center.