



Blackboard Quick Reference Guide

Grade Center Extra Credit Column



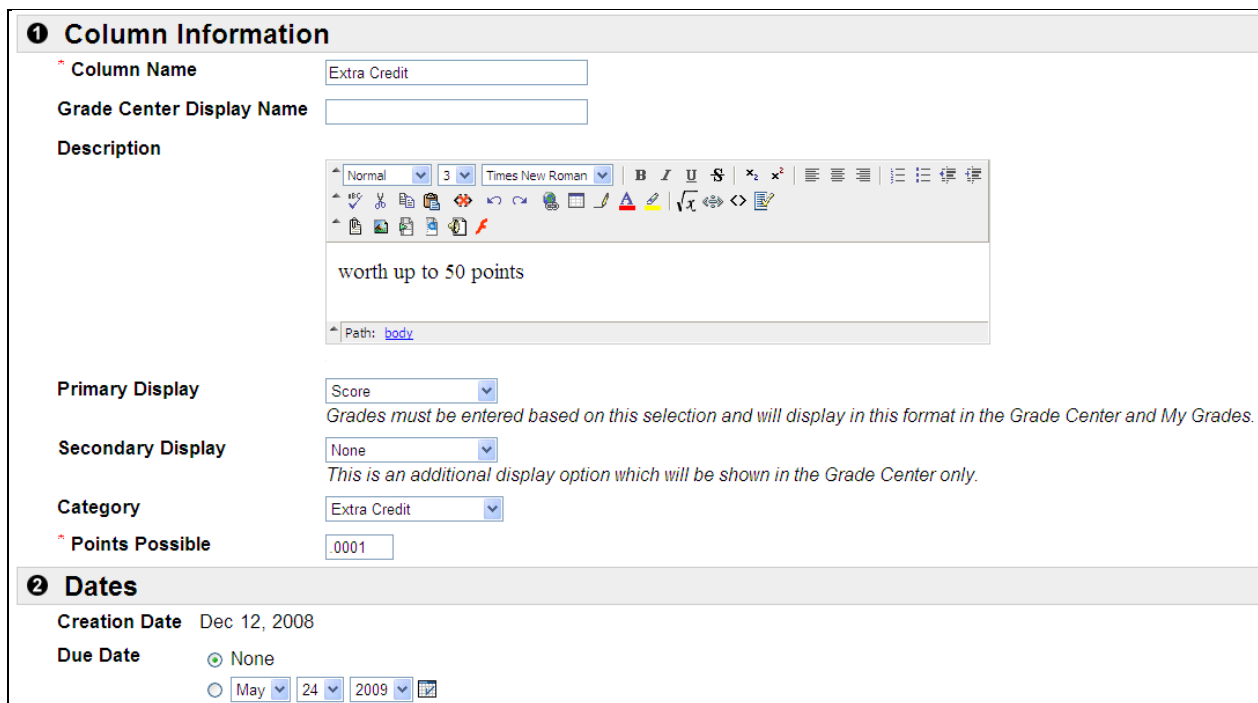
In previous versions of Blackboard, you could add an extra credit column to the gradebook, make the points possible equal to zero, and the total column counted the extra credit points properly. However, in Blackboard 8, the total column completely ignores points entered in an extra credit column with zero possible points.

As a workaround, assign .0001 points possible for an extra credit column, and the total column will count the extra credit points correctly.

Add an Extra Credit Column to the Grade Center

Step 1: Click  .

Step 2: In the *Column Information* section, enter a **Column Name** for the Grade Center item (i.e.; Extra Credit).



The screenshot shows the 'Column Information' form in Blackboard. The form is divided into two main sections: 'Column Information' and 'Dates'. In the 'Column Information' section, the 'Column Name' field is filled with 'Extra Credit'. The 'Grade Center Display Name' field is empty. The 'Description' field contains the text 'worth up to 50 points'. The 'Primary Display' is set to 'Score', with a note: 'Grades must be entered based on this selection and will display in this format in the Grade Center and My Grades.' The 'Secondary Display' is set to 'None', with a note: 'This is an additional display option which will be shown in the Grade Center only.' The 'Category' is set to 'Extra Credit'. The 'Points Possible' field is filled with '.0001'. The 'Dates' section shows a 'Creation Date' of 'Dec 12, 2008' and a 'Due Date' set to 'None'.

Step 3: Enter a description of the grade item in the **Description** field (Optional).

Step 4: For **Primary Display** select Score.

Step 5: Choose a **Category** from the drop-down list. (You can add custom categories through the Manage menu.)

Step 6: Enter .0001 in the **Points Possible** field for this item.

Step 7: **Due Date** is optional.

Step 8: In the *Options* section,:
Choose **Yes** for **Include this column in Grade Center calculations**.
Choose **Yes** for **Show this column in My Grades**.

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

Step 9: Click **Submit**.



IMPORTANT!

If you Modify the Extra Credit column later, you will notice the Points Possible field displays 0 (zero). Be sure to re-enter .0001 for Points Possible before clicking Submit.