HOW TO CREATE AN EXTRA CREDIT GRADE COLUMN

INTRODUCTION

In Blackboard, extra credit items are used in the grade center to provide additional points for students.

The process for creating an extra credit assignment is the same as creating a grade center item. However, **the point value must be set to 0.**

Setting the maximum points possible to 0 in an extra credit assignment ensures that the assignment will not count against the students who choose to opt out of the extra credit assignment.

GRADE ITEMS SET TO 0 POINTS WILL NOT COUNT AGAINST A STUDENT’S TOTAL SCORE.

CREATING AN EXTRA CREDIT GRADE COLUMN

To create an extra credit column in the Full Grade Center, do the following:

1. On the menu bar, click **Create Column**
2. On the Create Grade Column page, enter a name in the column name text field.

3. In Points Possible, enter 0.

4. Click Submit.

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**GRADING**

To grade an extra credit grade column, go to the Full Grade Center and click on the designated cell in the extra credit grade column to enter a score for those who complete the extra credit assignment.

**NOTE:** WHEN USING EXTRA CREDIT GRADE COLUMNS, IT IS POSSIBLE FOR A STUDENT TO EXCEED 100% OF THEIR GRADE.