

Adding an Extra Credit Column

Creating an Extra Credit Column Using Total Points

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter the desired course
4. In the left hand menu, click on **Grade Center**, then **Full Grade Center**
5. At the top of the page, click **Create Column**
6. Under **Column Information**, enter a **Column Name** (i.e. Extra Credit)
7. Under **Primary Display**, select **Score** from the drop down box
8. Enter 0 for **Points Possible**
9. Click **Submit**
10. When entering extra credit, manually enter the grade with the total extra credit points

Creating an Extra Credit Column Using Weighted Grades

Please Note: When using extra credit with Weighted Grades, you must first create an extra credit column, then follow the steps below.

1. Follow steps 1-10 above. Make sure that your weighted total column is set up and the extra credit column has not been added to the weighted total column.
2. Enter the **Full Grade Center** in the desired course
3. On the menu bar in the middle, click **Create Calculated Column**, then **Total Column**
4. Enter a **name** for the column (i.e. Final Grade). This will be the correct final grade, not your weighted total column
5. For **Primary Display**, select **Percentage** from the drop down menu
6. Under **Select Columns**, click **Selected Columns and Categories**
7. Choose your **Weighted Total** and **Extra Credit** columns and click the center arrow to move them to the **Selected Columns** box
8. Make sure **Yes** is selected for **Calculate as Running Total**
9. Click **Submit**
10. Click the drop down arrow next to your newly created **Final Grade** column and select **Set as External Grade**