Extra Credit Column

Creating an Extra Credit Column Using Total Points
1. Navigate to https://blackboard.towson.edu/.
2. Enter the desired course.
3. In the left-hand menu, click Grade Center.
4. Select Full Grade Center.
5. At the top of the page, click Create Column.
6. Under Column Information, enter a Column Name (Extra Credit).
7. Under Primary Display, select Score from the drop-down box.
8. Enter 0 Points Possible.
9. Submit.
10. When entering extra credit, manually enter the grade with the total points extra credit.

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 and then follow the steps below**
1. Follow steps 1-10.
2. Enter the Full Grade Center in the desired course.
3. In the menu towards the top, under Create Calculated Column, click Total Column.
4. Enter a name for the column (Final Grade). This will be the correct final grade, not your weighted total column.
5. For Primary Display select Percentage from the drop-down box.
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 side.
8. Make sure Yes is selected for Calculate as Running Total.
9. Submit.
10. Click the drop-down arrow next to your newly created Final Grade column and select Set as External Grade.