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 Weighed 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