

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**.