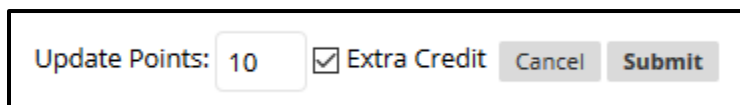


Creating an Extra Credit Question

1. Navigate to blackboard.towson.edu.
2. Locate the test/survey you want to add an extra credit question to.
3. Click the down arrow, **Edit the Test** or **Edit the Survey**
4. In the menu to the top, select **Create Question**.
5. Choose your extra credit question type from the list of options.
6. Enter the **Question Text**.
7. Enter the answer options and select the correct answer (if applicable).
8. Click **Submit** and you will be returned to the **Test Canvas** page.
9. Locate the extra credit question you just created.
10. Click on the **Points** value to the right of the question.
11. From here, you can change the point value of the question to what you'd like it to be.
12. Select the checkbox for **Extra Credit**.
13. Click **Submit**.



Update Points: Extra Credit

Figure 1