Adding Extra Credit

In order to add extra credit to total points, the column must be set up with a value of “0” points.

To add an Extra Credit column from the Grade Center:

1. In the Grade Center Action Bar, select Create Column.
2. Enter the Column Information.
3. Select Score for the Primary Display and the optional Secondary Display that the students do not see if you want.
4. Select the desired Category from the drop down menu.

   **Note:** If you want to create an Extra Credit category, in the Grade Center Action Bar select Manage and Categories. Click Create Category and type in the Name and optional Description. This category will now be added to the list of Categories in the drop down menu.

5. Enter a “0” in the Points Possible.
6. Select the optional Due Date.
7. In the Options area, select Yes to Include this Column in the Grade Center Calculations and Show this Column to Students and Show Statistics if you want the students to see these options.

Any points entered in this column will be “extra credit”.

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