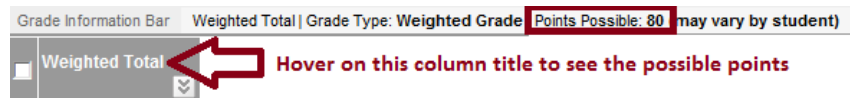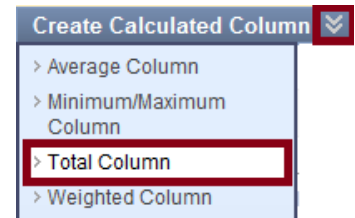# Weighted Grades and Extra Credit in Blackboard (9.1)

There are a variety of methods that can be used to include extra credit in weighted totals. The easiest and clearest are the following two methods:

1. **Add Extra Points to Existing Columns**
   o *This method is easy and works well as you move along in the course.*
   o Add extra points to a test or assignment column that is already used in your weighted total.
      ▪ e.g. for a column with a possible point value of 20, enter 21 points

2. **Use a Weighted Total + Extra Credit Column**
   o *Use this method <u>After</u> all possible points are accounted for in the Weighted Grade column*
   o View this video for a quick step-by-step overview:
      ▪ Quicktime: http://rms.rsccd.edu/distance_ed/BbWeightedExtraCredit/WeightedExtraCredit.mov
      ▪ Flash: http://rms.rsccd.edu/distance_ed/BbWeightedExtraCredit/WeightedExtraCredit.swf
   o **Create a new column for Extra Credit**, give it a possible "0" points
   o **Create a Calculated Total Column**, name it "Weighted + Extra Credit"
      ▪ **Select Percentage** as the Primary Display
      ▪ Click "**Selected Columns and Categories**"
      ▪ Select **Weighted Total column and click to move it to the right**, into the "Selected Columns" for total calculation.
      ▪ Select **Extra Credit column and click to move it to the right**, into the "Selected Columns" for total calculation.
      ▪ Click "**Submit**"

   o **To give extra credit points**
      ▪ Calculate the number of points you want to give for extra credit
      ▪ If you are willing to give x% for extra credit, you can calculate this by hovering over the Weighted Total column to see the possible weighted total points. Multiply the total by the x percentage you want to give for extra credit.

      • For example: If the Weighted Total points = 80. To find 1% of 80, multiple 80 by .01. Thus, 1% of 80 is .08. If I wanted to have extra count for 2% of the weighted total, I would use 80 * .02, or 1.6.

      ▪ **Enter the number of points in the Extra Credit column associated with the % you want to give by student**

Weighted Total	Extra Credit	Weight+Extra C
55.38%	1.6	57.35%
46.08%	0.8	47.08%

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