

ADDING EXTRA CREDIT

Extra Credit can be given in four ways:

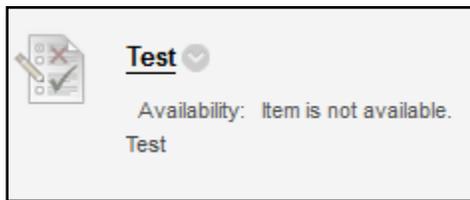
- In Assessments
- Extra Credit for Points Mode (Total Points)
- Extra Credit for Percentage Mode (Weighting Grades) - Added to the category
- Extra Credit for Percentage Mode (Weighting Grades) - Added to the overall grade

There are many reasons to give an extra credit assignment, but in all cases, the points must not penalize the students that do not complete the extra credit assignment. For example, if the total possible points for a semester is 1000 and students have the ability to earn an extra 50 points, a student has the potential to receive a maximum of 1050 points for the semester. However, if a student chooses not to do the extra credit, the student should not be penalized 50 points, but should still be able to earn the full 1000 points.

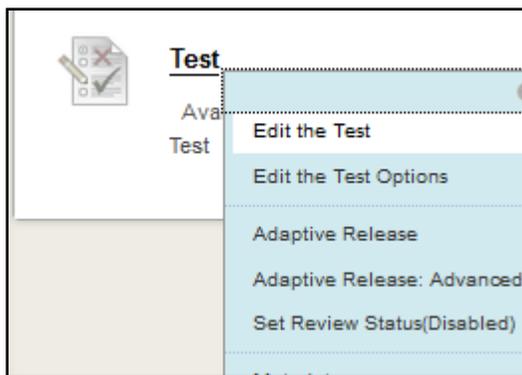
IN ASSESSMENTS

In order to make an extra credit question on an assessment that is not yet available:

1. Select the icon to the right of the assessment title to open the Action Menu.



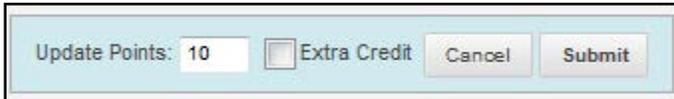
2. Select the "Edit the Test" option from the Action Menu.



3. Locate the question you wish to set as extra credit.



4. Select the points value in the upper-right corner of the question window in order to open the Points dialogue.

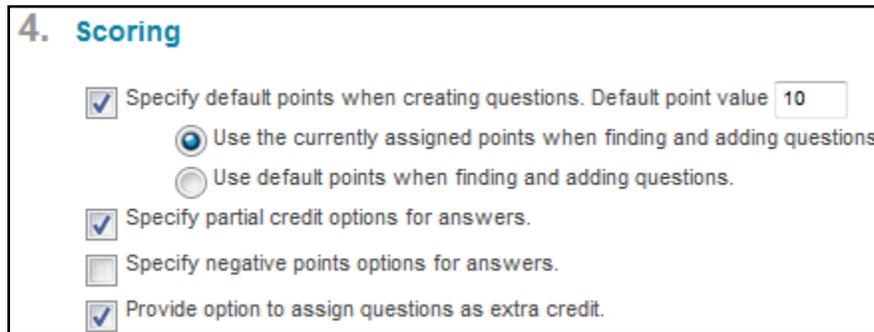


If you do not see the Extra Credit checkbox in the Points dialogue

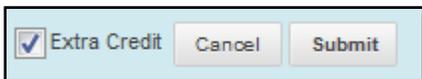
- a. Select the Question Settings button in the upper-right corner.



- b. In the Scoring section of the Test Question Settings page, ensure the checkbox for "Provide option to assign questions as extra credit" is checked.



5. Check the box to set the question as Extra Credit



6. Select the Submit button in the Points container.
7. Repeat steps 3-6 for each question you wish to make extra credit.
8. Click on the OK button in the lower right corner of the assessment editing interface in order to save the changes.

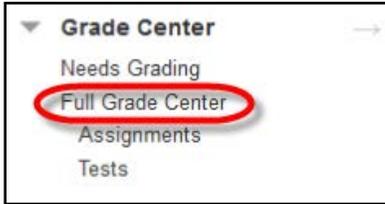


If a test already has Attempts, it is not recommended to change the questions settings (e.g., for extra credit, number of points a question is worth); it may corrupt the gradebook entry for that assessment. Instead, create a new assessment with the same questions, end the availability of the previous version of the text, and manually copy the grades over for those students who have already taken the assessment.

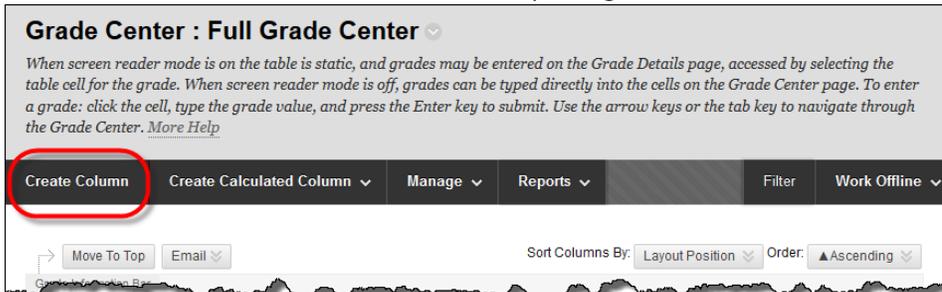
IN GRADE CENTER: POINTS MODE (TOTAL POINTS)

If your course's gradebook uses points mode, you may add Extra Credit by:

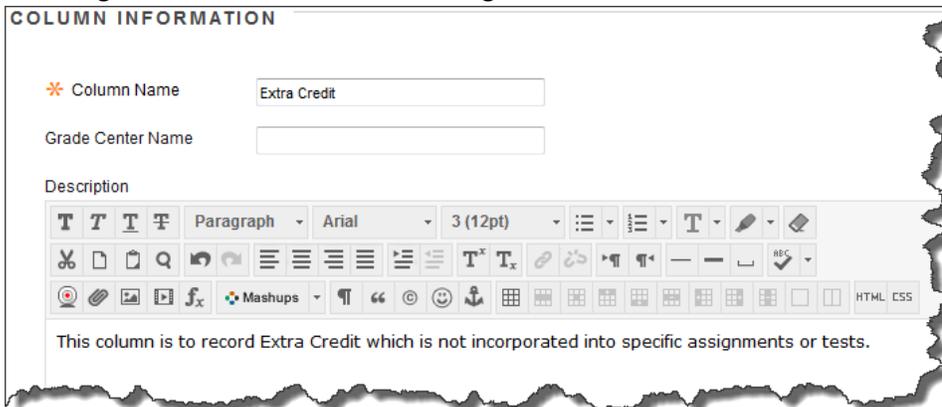
1. Navigate to the Full Grade Center in the Course Management Menu



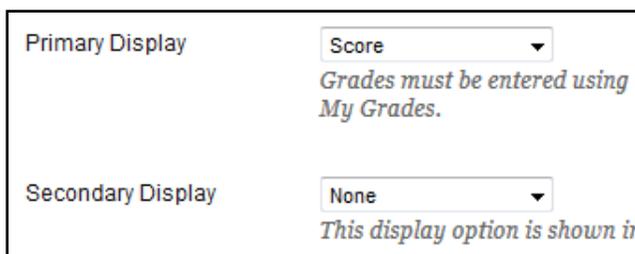
2. Select the "Create Column" bottom in the top navigation bar



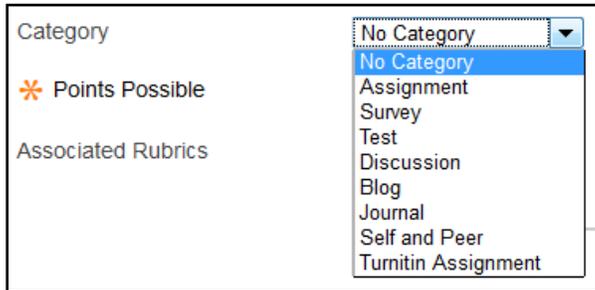
3. Enter the column name as "Extra Credit" or a similar term related to its intended usage. The full description is optional, but may be helpful to others who have access to the gradebook, such as Teaching Assistants or Instructional Designers.



4. Set the Primary Display value to "Score" – setting it to "Percentage" could cause errors in Blackboard, while setting it to "Complete/Incomplete" could prevent the intended extra credit function from behaving properly. Leave the Secondary Display option as "None"

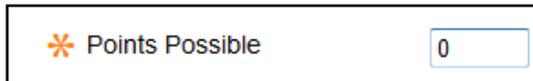


5. If you are using Categories in organizing your Blackboard course site Grade Center, which you may if you have a large number of columns (25+), select an appropriate category for this column; if you are not currently making use of Categories, be sure to leave the Category setting as "No Category"



The screenshot shows a form with a 'Category' dropdown menu. The dropdown is open, showing a list of categories: 'No Category', 'Assignment', 'Survey', 'Test', 'Discussion', 'Blog', 'Journal', 'Self and Peer', and 'Turnitin Assignment'. The 'No Category' option is selected and highlighted in blue. To the left of the dropdown, there are labels for 'Points Possible' (with an asterisk icon) and 'Associated Rubrics'.

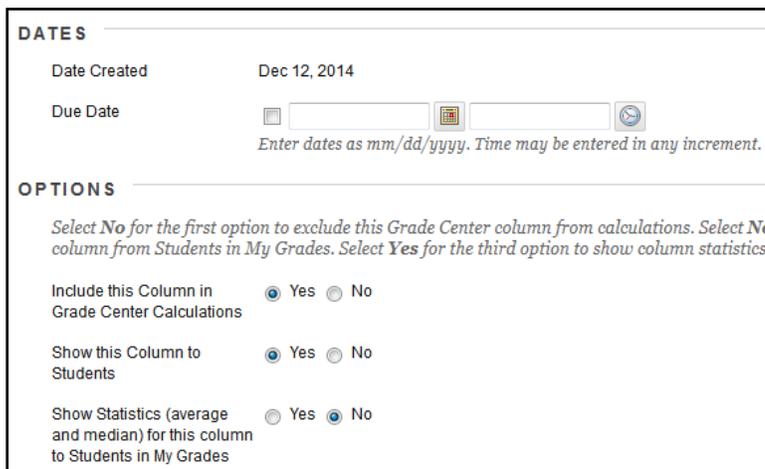
6. Set the Points Possible as 0; this is required to prevent this column from being automatically included as part of the Total Points Possible for the Grade Center.



The screenshot shows a form with a label 'Points Possible' (with an asterisk icon) and an input field containing the number '0'.

When the points possible are 0, any points added to the student's cell will be above (extra credit) the total points possible for the course. If you place a number in this box, the number will be added to the total points possible for the course (1050 points in the example at the beginning of the document) and students not completing the extra credit will be penalized.

7. Leave the Dates section blank. In the Options section, set the first two options to "Yes" and the last option to your personal preference.



The screenshot shows two sections: 'DATES' and 'OPTIONS'. The 'DATES' section has 'Date Created' set to 'Dec 12, 2014' and 'Due Date' with two empty input fields and a calendar icon. Below the due date fields is the text: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.' The 'OPTIONS' section has three radio button options: 'Include this Column in Grade Center Calculations' (Yes selected), 'Show this Column to Students' (Yes selected), and 'Show Statistics (average and median) for this column to Students in My Grades' (No selected).

8. Click on the Submit button.



The screenshot shows two buttons: 'Cancel' and 'Submit'.

9. Manually enter the value of the extra credit total into this column to have it added to the student's quiz average as extra credit.

IN GRADE CENTER: PERCENTAGE MODE (WEIGHTING GRADES)

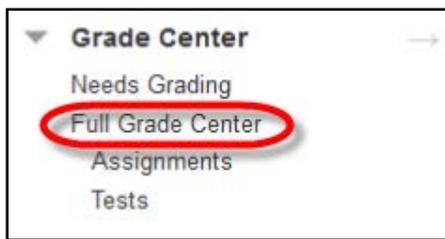
Percentage based gradebooks use the averages of individual columns. Suppose you wanted to give a student 5 points extra credit and you credit an "Extra Credit" column worth 0 points and type 5 in the column. In the weighted total calculation, the WTClass system will try to take 5/0 to include in the calculations. However, you cannot divide by 0. It is mathematically impossible. Hence, WTClass throws it out and does not consider that 5/0 into the calculation (thus ignoring your attempt to add extra credit). Your options are to add the points to the category or to the overall grade.

ADDED TO THE CATEGORY

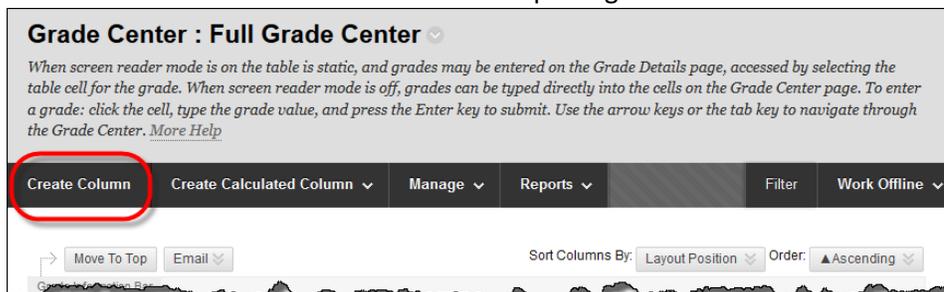
Example: Suppose you want to add 5 points extra credit to the quizzes. In the Full Grade Center you would create an extra credit column worth 0 points. After adding the 5 points for each student to the extra credit column, create another column to calculate the quiz total. The quiz total column would include any columns that include quiz grades and the extra credit column. When you edit the Percentage column, instead of adding the category "Quizzes" worth 20%, add the "quiz total" column for 20%.

Setup the Grade Center by:

1. Navigate to the Full Grade Center in the Course Management Menu



2. Select the "Create Column" bottom in the top navigation bar



3. Enter the column name as "Extra Credit" or a similar term related to its intended usage. The full description is optional, but may be helpful to others who have access to the gradebook, such as

Teaching Assistants or Instructional Designers.

COLUMN INFORMATION

* Column Name

Grade Center Name

Description

This column is to record Extra Credit which is not incorporated into specific assignments or tests.

4. Set the Primary Display value to "Score" – setting it to "Percentage" could cause errors in Blackboard, while setting it to "Complete/Incomplete" could prevent the intended extra credit function from behaving properly. Leave the Secondary Display option as "None"

Primary Display
Grades must be entered using My Grades.

Secondary Display
This display option is shown in...

5. If you are using Categories in organizing your Blackboard course site Grade Center, select an appropriate category for this column; if you are not currently making use of Categories, be sure to leave the Category setting as "No Category"

Category

* Points Possible

Associated Rubrics

No Category
Assignment
Survey
Test
Discussion
Blog
Journal
Self and Peer
Turnitin Assignment

6. Set the Points Possible as 0.

* Points Possible

- Leave the Dates section blank. In the Options section, set the first two options to "Yes" and the last option to your personal preference.

DATES

Date Created: Dec 12, 2014

Due Date:

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

OPTIONS

Select No for the first option to exclude this Grade Center column from calculations. Select No column from Students in My Grades. Select Yes for the third option to show column statistics

Include this Column in Grade Center Calculations: Yes No

Show this Column to Students: Yes No

Show Statistics (average and median) for this column to Students in My Grades: Yes No

- Click on the Submit button.

- Create another column to calculate the total of the columns and the extra credit. From the full Grade Center, hover over the Create Calculated Column button and click Total Column.

Grade Center : Full Grade Center ▼

The Full Grade Center displays all columns and rows in the Grade Center.

Create Column
Create Calculated Column ▼
Manage Columns

Total Column

Grade Information Bar
Weighted Column

- Give the column a title in the "Column Name" box. (Quiz Total or Assignment Total would be an appropriate name. Whatever category you are adding.)

- The Primary Display should remain as Score.

Primary Display:

Grades must be entered using My Grades.

Secondary Display:

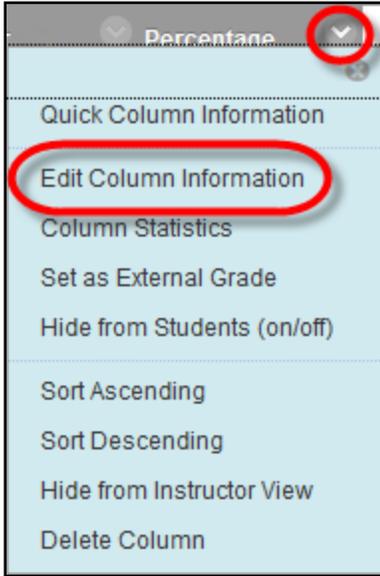
This display option is shown in My Grades.

12. Click on the Submit button.

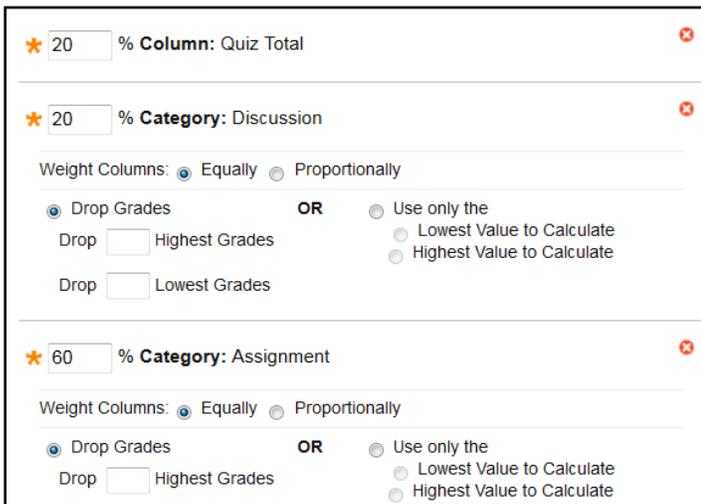


13. Enter the number of extra credit points a student receives into each Extra Credit column as appropriate.

14. Select the "Edit Column Information" option from the Percentage column's Action Menu.



15. Add the categories to the Selected Columns box on the right-hand side of the page. The only exception will be the total column that contains your extra credit. Instead of adding the category, add the total column (Quiz Total from the example above) to the Selected Columns box.

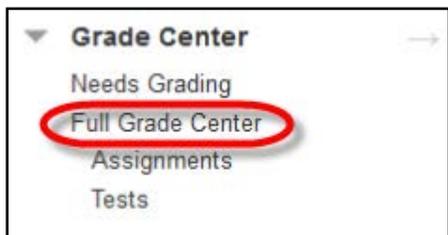


ADDED TO THE OVERALL GRADE

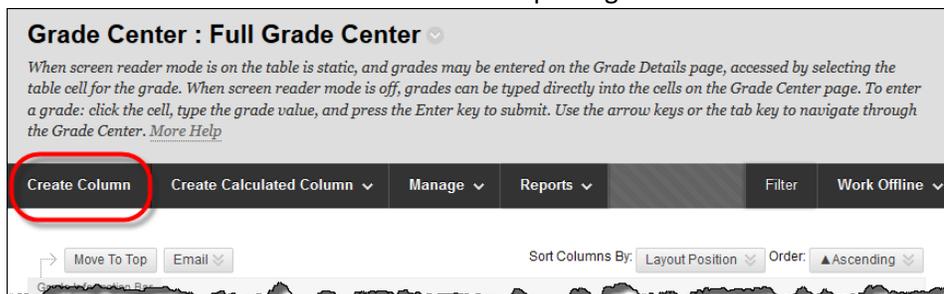
Example: Suppose you want to add 5 points extra credit to the students final grade. In the Full Grade Center you would create an extra credit column worth 0 points. After adding the 5 points for each student to the extra credit column, create another column to calculate the Final Grade. The Percentage column (with the weighted grades) and the Extra Credit column will be added into this Final Grade column.

Setup the Grade Center by:

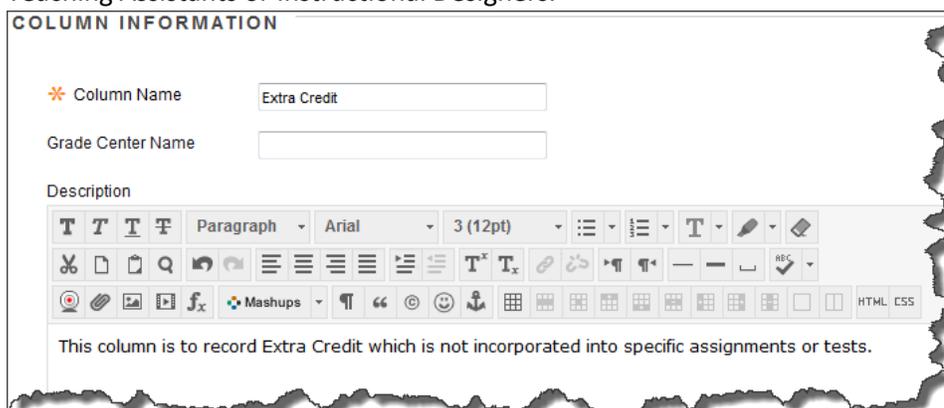
1. Navigate to the Full Grade Center in the Course Management Menu



2. Select the "Create Column" bottom in the top navigation bar

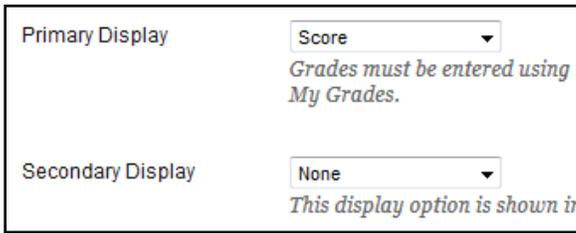


3. Enter the column name as "Extra Credit" or a similar term related to its intended usage. The full description is optional, but may be helpful to others who have access to the gradebook, such as Teaching Assistants or Instructional Designers.



4. Set the Primary Display value to "Score" – setting it to "Percentage" could cause errors in Blackboard, while setting it to "Complete/Incomplete" could prevent the intended extra credit

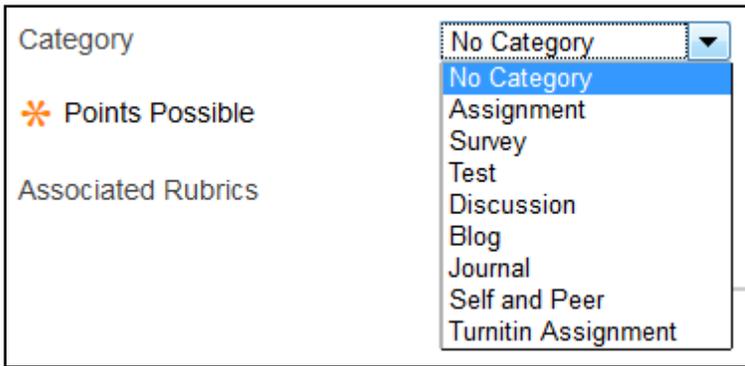
function from behaving properly. Leave the Secondary Display option as "None"



Primary Display
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Secondary Display
This display option is shown in

5. If you are using Categories in organizing your Blackboard course site Grade Center, select an appropriate category for this column; if you are not currently making use of Categories, be sure to leave the Category setting as "No Category"



Category
* Points Possible
Associated Rubrics

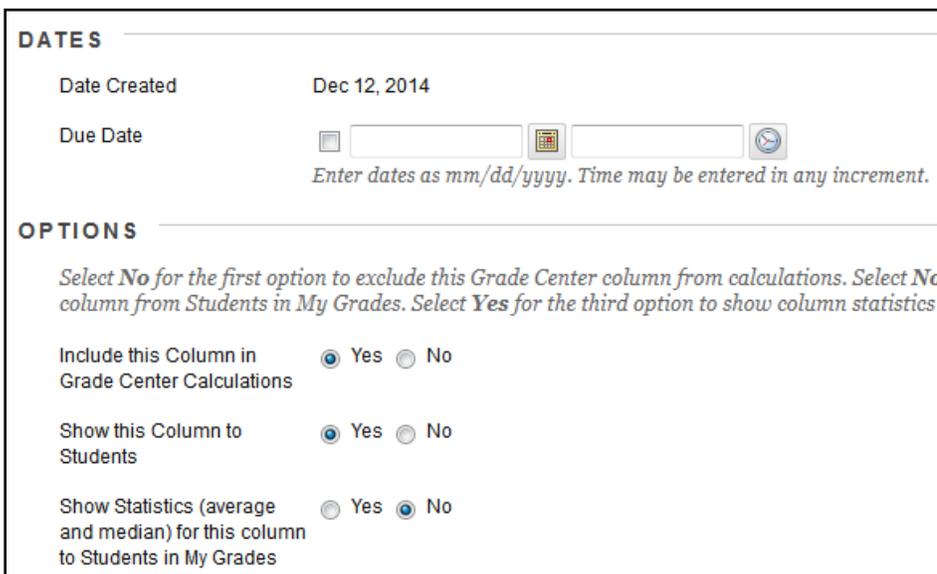
- No Category
- No Category
- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Turnitin Assignment

6. Set the Points Possible as 0.



* Points Possible

7. Leave the Dates section blank. In the Options section, set the first two options to "Yes" and the last option to your personal preference.



DATES

Date Created Dec 12, 2014

Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

OPTIONS

Select No for the first option to exclude this Grade Center column from calculations. Select No column from Students in My Grades. Select Yes for the third option to show column statistics

Include this Column in Grade Center Calculations Yes No

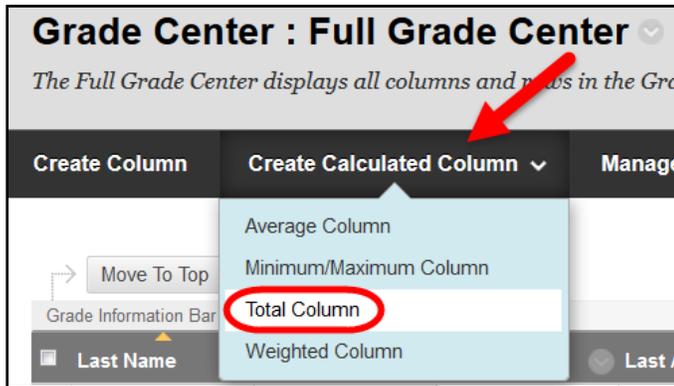
Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

- Click on the Submit button.



- Enter the number of extra credit points a student receives into each Extra Credit column as appropriate.
- From the full Grade Center, hover over the Create Calculated Column button and click Total Column.



- Create a "Final Total" column that includes the "Percentage" column and the "Extra Credit" column(s).

