

# Calculating Extra Credit Marks in Grade Center

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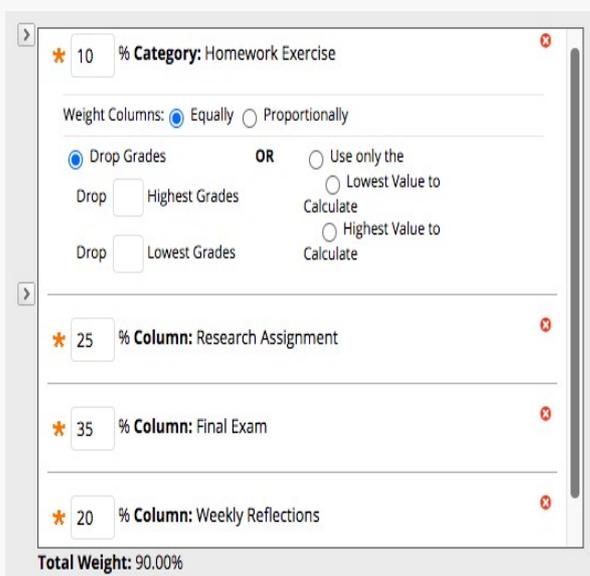
(with many thanks to Jennifer Peters for adding screenshots)

in the **December 2020 issue**

The weighted column is so useful for tracking student progress throughout your course. You can show marks for each assessment, but you can also use the weighted column to do some complicated calculations for you automatically. In the September 2020 issue of the Academic Newsletter, we showed you [Categories and the Weighted Column: Using Grade Centre to Automatically “Drop the Lowest Grade”](#); in this issue, we will show you how to use it to calculate extra credit for the term.

**Important note:** the value of the extra credit column will not be arithmetically correct until **all** course marks are posted. You may want to hide the column from your students until all marks are posted at the end of the semester

1. First, make sure you have a “Weighted Column” in Grade Center with percentages assigned for each assessment in the course. To learn more about the weighted column, see the Teaching & Learning Centre’s module on how to [Configure Weighted Grades](#).

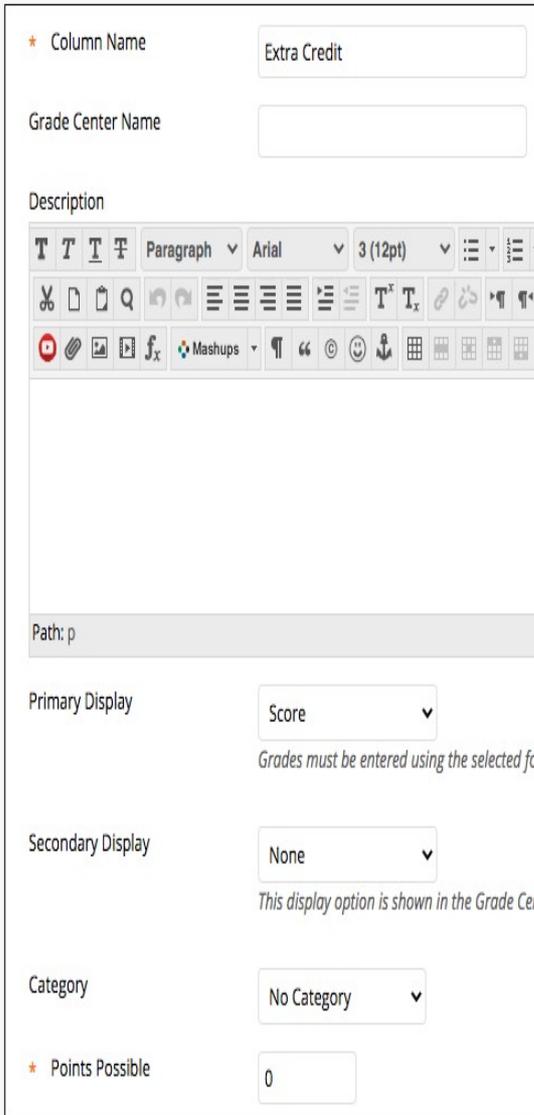


The screenshot displays the configuration interface for weighted columns in a Grade Center. It shows four columns with their respective weights and categories:

- 10% Category: Homework Exercise
- 25% Column: Research Assignment
- 35% Column: Final Exam
- 20% Column: Weekly Reflections

At the bottom, the total weight is shown as 90.00%. The interface includes options for "Weight Columns" (Equally or Proportionally) and "Drop Grades" (Highest or Lowest) or "Use only the" (Lowest or Highest Value to Calculate).

2. Now we will create **two new columns** to do our calculations for us. For the first new column, select “Create a column” to create a new column for the extra credit you will award. Title this column “Extra Credit” or something similar and **assign it “0” points for “Points Possible.”** Under Primary Display, decide what format you will enter the extra credit in, either score or percentage.



\* Column Name

Grade Center Name

Description

Path: p

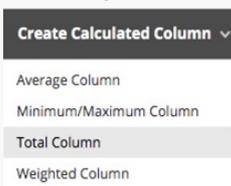
Primary Display   
Grades must be entered using the selected fo

Secondary Display   
This display option is shown in the Grade Cer

Category

\* Points Possible

3. The second new column is a Total column. Select “Create Calculated Column” from the dropdown and choose the “Total Column” option.



Create Calculated Column ▾

- Average Column
- Minimum/Maximum Column
- Total Column
- Weighted Column

Give this column a title such as “Weighted with Extra Credit” (or a similar name). In the Primary Display, choose Percentage or Score or Letter, whichever format you prefer the value to display as.



\* Column Name



marks into the extra credit column which changes the “weighted with extra credit” percentage, but not the regular weighted column percentage.

WEIGHTED COLUMN	WEIGHTED WITH EXTRA CREDIT	EXTRA CREDIT
59.70149%	67.16417%	5.00

View an excellent, comprehensive video on using the Grade Centre to add extra credit below:



[Configuring Extra Credit](#) video

View the [December 2020 issue of the Academic Newsletter](#).

December 2020 issue

tags : blackboard, december-2020, educational-technology, educational-technology-tools, learn@seneca, the-teaching-and-learning-centre