

Calculating Extra Credit Marks in Grade Center

Published 12/3/2020 by [Ashley Ribbel](#)

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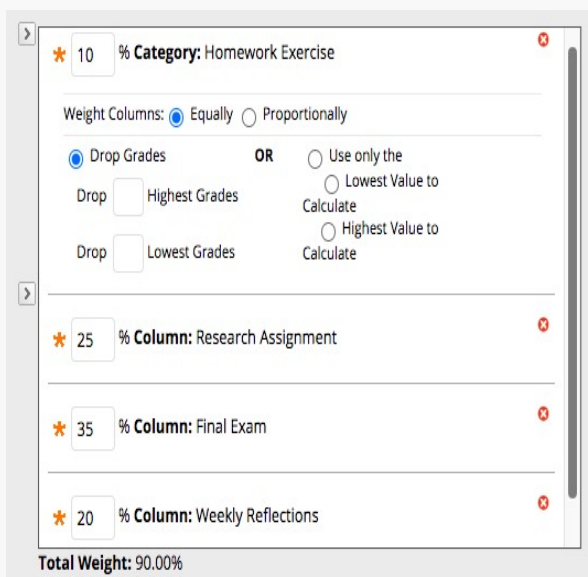
(with many thanks to Jennifer Peters for adding screenshots)

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 shows the configuration interface for weighted columns in a Grade Center. It features a list of columns with their respective weights and categories. The first column is 'Homework Exercise' with a weight of 10%. The second is 'Research Assignment' with a weight of 25%. The third is 'Final Exam' with a weight of 35%. The fourth is 'Weekly Reflections' with a weight of 20%. The total weight is 90.00%. The interface includes options for 'Weight Columns' (Equally or Proportionally) and 'Drop Grades' (Drop Highest/Lowest Grades or Use only the Lowest/Highest Value to Calculate).

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

Total Weight: 90.00%

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.

The screenshot shows a form for creating a new column. The 'Column Name' field is filled with 'Extra Credit'. The 'Grade Center Name' field is empty. Below is a 'Description' section with a rich text editor toolbar. The 'Path' field contains 'p'. The 'Primary Display' dropdown is set to 'Score', with a note below it: 'Grades must be entered using the selected fo'. The 'Secondary Display' dropdown is set to 'None', with a note below it: 'This display option is shown in the Grade Ce'. The 'Category' dropdown is set to 'No Category'. The 'Points Possible' field is filled with '0'.

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

The screenshot shows a dropdown menu titled 'Create Calculated Column'. The menu is open, showing four options: 'Average Column', 'Minimum/Maximum Column', 'Total Column', and 'Weighted Column'. The 'Total Column' option is highlighted.

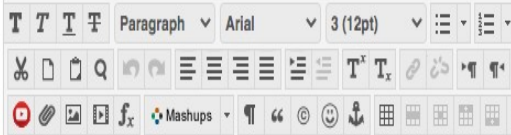
Give this column a title such as “Weighted with Extra Credit” (or a similar name). In the Primary Display, choose Percentage or Score or Letter, whichever format you prefer the value to display as.

The screenshot shows the form for creating a calculated column. The 'Column Name' field is filled with 'Weighted with Extra Credit'.

Grade Center Name

Displays as the column header in the Grade Center

Description



Path: p

Primary Display

✓ Score
Letter
Text
Percentage
Complete/Incomplete

Secondary Display

this format in bo

Under Select Columns, choose “Selected Columns and Categories.” Move the Weighted Column and the Extra Credit column to the right so that those 2 columns are now being used in calculating the Weighted with Extra Credit value. Leave “Calculate as Running Total” as Yes. Under Options, leave “Include this column in Grade Center calculations” as Yes.

SELECT COLUMNS

Choose **All Grade Columns** to include all grade columns in the total. If **Grading Periods** exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total

☐ All Grade Columns
 ☒ Selected Columns and Categories

Columns to Select:

Total

Research Assignment

Chapter 2-4 quiz

Final Exam

Week 4 - Question 2

Week 4 - Question 1

Column Information

Categories to Select:

Cat on my keyboard

Homework Exercise

Discussion

Test

Survey

Assignment

Category Information

Selected Columns:

Column: Extra Credit

Column: Weighted Column

Calculate as Running Total

☒ Yes
 ☐ No

A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

4. The new columns will appear at the end of your Grade Centre list. If desired, you can reorganize your view of the columns by selecting “Manage > Column Organization” and move the three columns to be beside each other:

WEIGHTED COLUMN 	WEIGHTED WITH EXTRA CREDIT 	EXTRA CREDIT 
59.70149%	59.70149%	--

5. When you add extra credit marks into the extra credit column, you will see the “weighted with extra credit column” value change. In this example, I added 5 bonus

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