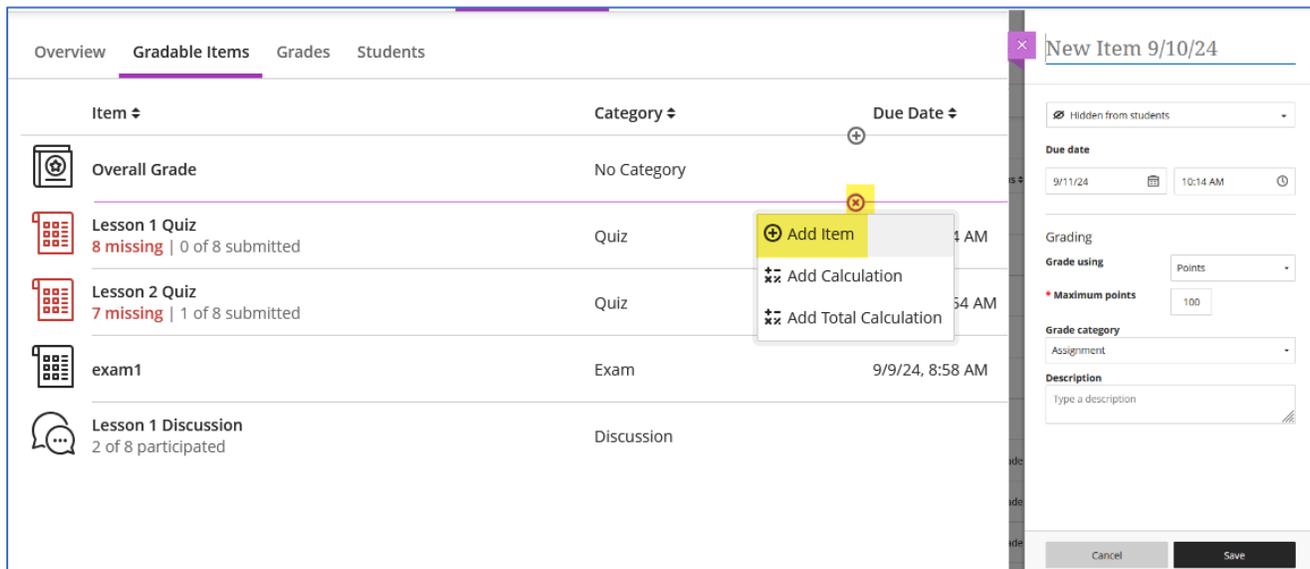


# How to Create Manual Grade Item Columns

1. From the Grades view or **Gradable items** view of the gradebook, select the **plus icon** where you want to place the grade item column and select **Add Item**.
2. Enter a title, description, and due date, if applicable.
3. Under Grading, select the **grade unit** — letter, points, percentage, or complete/incomplete.
4. Enter the maximum allowed points, and assign the grade category.
5. At the top, set the column **Visible to students**.
6. Select **Save**.



## How to create an extra credit column

1. Go to the Gradebook and select **Settings**.
2. Go to Grade Categories and select **Add New Category**.
3. Enter "Extra Credit" into the field for the new category name and select **Enter** on your keyboard.
4. Return to the Gradebook.
5. In the Gradebook, select the **plus icon** where you want to place the column.
6. Select **Add Item**.
7. In the New Item panel, provide the appropriate information. Include 0 as the maximum points and select **Extra Credit** from the Grade category dropdown.
8. Select **Save**.

The extra credit column appears in the Gradebook. After you add points in an extra credit column, a student's total points can equal more than 100 percent. If a student receives full credit for all gradable items (100 points) and also receives 6 extra credit points, the result is 106 out of 100 or 106%.

For more information on creating grade columns, please visit the [Blackboard Help Center](#).