Creating an Extra Credit Question on a Blackboard Test

Step 1 – Navigate to the Test Canvas

1. Scroll down to the CONTROL PANEL and click on COURSE TOOLS. From the Course Tools menu, select TEST, SURVEYS, AND POOLS.

2. On the TESTS, SURVEYS, AND POOLS main menu page, click TESTS.

3. On the Tests page, roll your mouse over the test you need to edit. A gray arrow button will appear next to the name of the test. CLICK the gray arrow button and select EDIT from the menu that appears.

4. You will be taken to the test’s Test Canvas page.

Step 2 – Edit Question Settings

1. On the TEST CANVAS, click the QUESTION SETTINGS button.

Please note! - If students have taken this test, you will see an orange notice bar at the top of the Test Canvas.

Once you have made changes to the test, the test will automatically re-grade students based on your changes.
2. On the **QUESTION SETTINGS** page, scroll down to the **SCORING** section.

   **CHECK** the checkbox next to the option labeled **PROVIDE OPTION TO ASSIGN QUESTIONS AS EXTRA CREDIT**.

3. When done, scroll down and click **SUBMIT**. This enables the Extra Credit feature of the test. You will be taken back to the Test Canvas.

**Step 3 – Choose and Edit a Question’s Point Value**

1. Before you make your changes, be sure to make note of the test’s **“Total Points”** and the **“Point Value”** box for the question you will make worth extra credit.

   **Test Canvas: Nursing Exam 1**

   You can edit, delete, or change the selected question. Necessary, test attempts will be regraded after you submit your changes.

   ![Test Canvas Screenshot]

   **Test’s Total Points –** Currently 35 points.

   **Question’s Current Point Value –** 1 point.

2. To make a question worth extra credit points, click a question’s **POINT VALUE BOX**.

   **CLICK**
3. An **UPDATE POINTS** box will appear. **CHECK** the **EXTRA CREDIT** checkbox and click **SUBMIT**.

4. A confirmation box will appear. Click **OK** to change the point value of the question.

Changing the points possible will trigger a regrading of existing attempts, impacting existing grades. Do you want to continue?

5. A confirmation message will briefly appear on the screen, stating that the question’s point value and extra credit have been updated. You will notice that the question is now labeled as “Extra Credit”.

Also notice that the value of the extra credit question has been deducted from the test’s Total Points.

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**Test Canvas: Nursing Exam 1**

The Test Canvas allows you to add and edit questions, add Question Sets or Random Blocks, reorder questions, and review the test. More Help.

You can edit, delete, or change the point values of test questions on this page. If necessary, test attempts will be regraded after you submit your changes.

<table>
<thead>
<tr>
<th>Description</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Questions</strong>: 36</td>
<td><strong>Total Points</strong>: 34</td>
</tr>
<tr>
<td><strong>Number of Attempts</strong>: 1</td>
<td></td>
</tr>
</tbody>
</table>

**Test’s Total Points**

Now worth 34 points