


# Drop the Lowest Grade in the Grade Center

## Introduction

The Grade Center will allow you to drop a grade for a single grade or multiple grades.

## Dropping a Single Grade

1. Click on Grade Center from the Control Panel.
2. Click Full Grade Center.
3. Click the  next to an individual students grade.
4. Select Exempt Grade.
5. A small blue square will appear.

## Dropping Multiple Grades

To drop grades for more than one student, you will first need to follow these four steps:

## Four Steps to Drop the Lowest Grade Automatically

1. Create a Category
2. Assign Grade Columns to that Category
3. Create New (Calculated) Score Column
4. Modify the default Total Column

## Create a Category

1. Click Grade Center > Full Grade Center
2. Click Manage
3. Select Categories
4. Click Create Category
5. Fill in Form
6. Click Submit

## Assign Grade Columns to this Category

1. Click Grade Center > Full Grade Center
2. From the Full Grade Center
3. Click Manage
4. Select Column Organization
5. Put a check in the box next to the columns you would like to include in the Category you just created.
6. Click Change Category at the top or bottom of the page.
7. Select your Category
8. Click Submit

## Tip

Categories only show up in the Full Grade Center view when you begin weighting and/or dropping the lowest grades.

## Create New (Calculated) Score Column ( Now you need to create a score column for this category

1. Click Grade Center > Full Grade Center.

2. Click Create Calculated Column.
3. Select Total Column.
4. Create a New Column name, for example New Calculated Score.
5. In Section 3 click Selected Columns and Categories
6. Under Categories to Select, choose the Category you just created above and move it to the Selected Columns box.
7. Make sure Drop Grades is selected and enter 1 (or however many grades you would like to drop) in the box above "Lowest Grades"

### 3. 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:**

Weighted Total  
 Total  
 Quiz 1  
 Quiz 2  
 Quiz 3  
 Quiz Scores  
 j;lj;

>

**Selected Columns:**

**Category: Dropping Quiz Grades** ✕

Drop Grades **OR**  Use only the

Drop

Highest Grades

Drop

Lowest Grades

Lowest

Value to Calculate

Highest

Value to Calculate

**Categories to Select:**

Assignment  
 Survey  
 Blog  
 Journal  
 Self and Peer  
 Quizzes

>

Calculate as      Yes    No


Running Total

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.

8. Say no to calculate as running total - this will allow a column with no grade in it to be included in the calculation.
9. Click Submit.

### **Modify the Default Total Column (This is the default column)**

This step is critical because the default Total Column will count all the quizzes twice.

1. Click the  next to the default Total Column.
2. Click Edit Column Information.
3. Under Section 3 click Selected Columns and Categories.
4. Click Selected Columns.
5. Select the columns you want to include, most importantly the category you created, excluding the individual columns you have added to this category. This way those columns won't be counted twice in the final total.
6. Click Submit.