ACADEMIC TECHNOLOGIES (ITS)

TUTORIAL

DROPPING A LOWEST GRADE

This tutorial describes how to drop the lowest grade from a **Category** of grades.

1. Navigate to the Full Grade Center and click Create Calculated Column. Choose Total Column.

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8		My Resource Page	Courses	Community	ePortfolio	Bookstore	Library	System Admin	Help
🔒 🔿 Grade Center							۲	Edit Mode is:	
+ Grade Center : Full Grade Center ©									
Academic lechnology (academic-tech) Staff Information Home Page	When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click View Grade Details . When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. <u>More Help</u>								
Announcements	Create Column	Create Calculated Column 🗸	Manage 🗸	Reports 🗸				Filter Work	Offline ~
Email Blackboard Collaborate Grade Informati	Move To Top Grade Information Bar	Average Column Minimum/Maximum Column Total Column		Sort Colum	ns By: Layout F	osition 😸 Order	^{t:} ▲Ascendi La	ing 😻 Hide Color (ast Saved:May 20, 2015 1	Coding 10:54 AM
Discussion Board	Last Name	Weighted Column	Participatio	n 🔍 P-Grade	S P-G1	S P-G2	2	Test 2	

2. Name your column.

OLUMN INFORMATION				
☆ Column Name Grade Center Name	Test Scores Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.			
Description				
T T T T Paragraph	• Arial • 3 (12pt) • ⋮Ξ • ⋮Ξ • ͳ • 𝒴 • 𝔅	⊒ i ⊠ <		
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Path: p		Words:4		
Primary Display	Score Calculated grades display in this format in both the Grade Center and My Grades.			
Secondary Display	None This display option is shown in the Grade Center only.			

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 Scroll down to the SELECT COLUMNS section and click the radio button next to Selected Columns and Categories. Select the Test category and click the arrow to include that specific column.

Note: This assumes that all of your tests are in a category called, Test.

SELECT COLUMNS		
Choose All Grade Columns t Columns in Grading Perio Include in Total	to include all grade columns in the total. If d. To include specific columns or categorie All Grade Columns Selected Columns and Categories	Grading Periods exist, limit the columns included in the total by choosing All Grade s in the total, choose Selected Columns and Categories .
Columns to Select:		Selected Columns:
Test 2 Test 3 Paper 1 Paper 2 Group Project Class Participation Total Column Information Categories to Select: Assignment Survey Test Discossion Blog Journal Self and Peer Category Information Test=Portfolio Quiz- Requires Respondus LodDown Browse Respondus LodDown Browse Respondus LodDown Browse	Respondus LockDown Browser, Disney Quiz-Requires r, test august, TestTest2, Respondus Test-Requires r, TestRespondus Test-Requires r, TestRespondus Test-Requires	

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4. To drop the lowest grade, select the radio button next to **Drop Grades** and enter the number of lowest scores you would like to drop in the blank for **Drop Lowest Grades**.

Selected Columns:						
	Category: Test		0			
>	 Drop Grades Drop Highest Grades Drop 1 	OR	Use only the Lowest Value to Calculate Highest Value to Calculate			
	Grades					
>						

5. Select the No radio button next to Calculate as Running Total.



6. Click Submit.



7. Check the process by calculating grades by hand for one student.