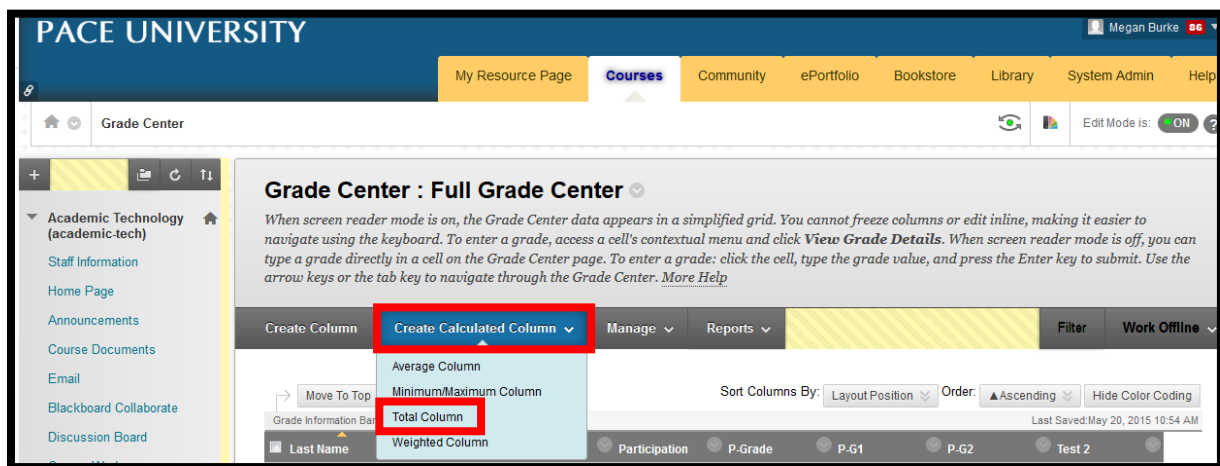


TUTORIAL

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**.



2. Name your column.

COLUMN INFORMATION

✖ Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

Drop the lowest score

Path: p Words: 4

Primary Display
Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display
This display option is shown in the Grade Center only.

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3. 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 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:

- Test 2
- Test 3
- Paper 1
- Paper 2
- Group Project
- Class Participation
- Total

Categories to Select:

- Assignment
- Test**
- Discussion
- Blog
- Journal
- Self and Peer

Selected Columns:

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

Drop Grades OR Use only the

Drop Highest Lowest Value to Calculate

Grades Highest Value to Calculate

Drop Lowest

Grades

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

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.

6. Click **Submit**.

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