How to drop the lowest grade

In order to drop grades, you must have all of the items in a category. Blackboards default categories are: Assignment, Blog, Discussion, Journal, Self and Peer, Survey and Test. If your desired category is not in the list, you will need to create the category in Blackboard Grade Center. Commonly created categories are Quizzes, Homework, Labs, Field Work and Attendance.

Create Categories

1. Click “Grade Center” in the content area, then “Full Grade Center”.

2. Click “Manage”

3. Select the option “Category” in the list.

4. Next “Create Category”
5. Enter the name for the category. Writing a description is optional.

6. Click submit

Note: All Grade Columns must have the same category before Total or Weighted grades can drop the lowest score

Drop scores

1. Hover your cursor over the “Total” or “Weighted Total” column in the grade center and click “Edit Column Information”.

2. If you are using Total, scroll down and locate SELECT COLUMNS, tick to select “Selected Columns and Categories” to expose all of the Columns and Categories. All columns are auto displayed in weighted grades.
3. Select all single items and categories you want computed in the Total column. If you are dropping a score make sure to select the Category not the individual items. Move items for total to the box on the right.

4. Any category with multiple items will give you the below box.

   **Category:** Discussion
   - [ ] Drop Grades
   - [ ] Highest Grades
   - [ ] Lowest Grades

   OR
   - [ ] Use only the
   - [ ] Lowest Value to Calculate
   - [ ] Highest Value to Calculate

   **Category:** [Category Name]
   - [ ] Drop Grades
   - [ ] Highest Grades
   - [ ] Lowest Grades

   OR
   - [ ] Use only the
   - [ ] Lowest Value to Calculate
   - [ ] Highest Value to Calculate

Enter the number of scores you would like to drop for this category in “Drop Lowest Grades”.

5. Below the gray box, you will see options for **Running Total**. For **Calculate as Running Total**, select **No**. if you might not have added a zero for a missed item.