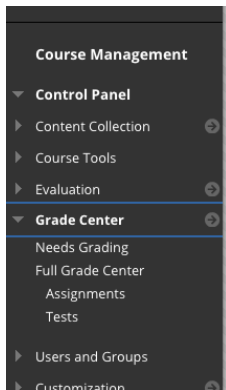


## How to drop the lowest grade

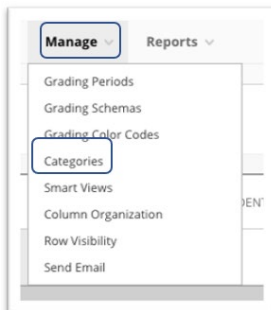
In order to drop grades, you must have all of the items in a category. Blackboards default categories are: Assignment, Blog, Discussion, Journal, Self and Peer, Survey and Test. If your desired category is not in the list, you will need to create the category in Blackboard Grade Center. Commonly created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

## Create Categories

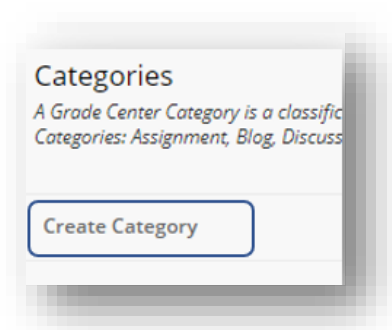
1. Click “Grade Center” in the content area, then “Full Grade Center”.



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.

\* Indicates a required field.

**CATEGORY INFORMATION**

\* Name

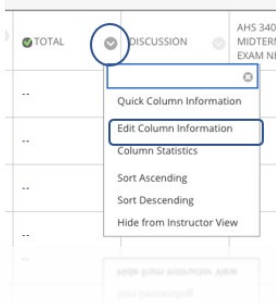
Description

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.

**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 Columns and Categories.

Include in Total  All Grade Columns  Selected Columns and Categories

Columns to Select:

- Weighted Total
- Total
- Test Test
- Journal
- Column Information

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Category Information

Selected Columns:

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.

The screenshot shows two category selection boxes. The first is for 'Category: Discussion' and the second is for 'Category: htcfhyjgvyjv'. Each box contains a 'Drop Grades' radio button (selected), an 'OR' separator, and two 'Use only the' radio buttons: 'Lowest Value to Calculate' and 'Highest Value to Calculate'. Below each 'Drop Grades' option are two checkboxes: 'Highest Grades' and 'Lowest Grades'.

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.

The screenshot shows a gray box with the text 'Calculate as Running Total' followed by radio buttons for 'Yes' and 'No'. Below the radio buttons is a small explanatory text: '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.'