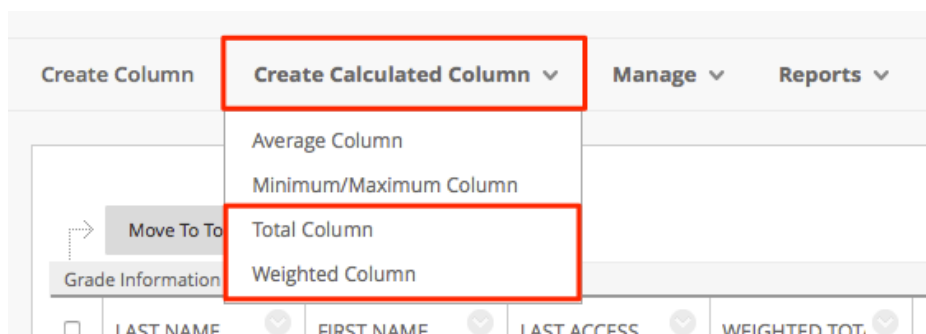# Blackboard Grade Center: Dropping Scores

In order for a lowest score or scores to be dropped from a student's grades, you must create a Category in the Grade Center for the assessments that will be dropped.

1. From the Grade Center, create a Total or Weighted Column by clicking **Create Calculated Column.** One of each is already included by default in the Grade Center, to Edit the column rather than create a new one, click the round drop down arrow next to the column name.

2. Enter the Column Name, and scroll down to the Selected Columns section, select each category that will have assignments dropped and move to the Selected Columns box by clicking the bottom right-pointing arrow.

3. In the Selected Columns box, enter the number of grades to be dropped from that category.

4. Select the remaining assessments in the Columns to Select box and move to the right by clicking the top right-pointing arrow.
Note: Do not include the columns associated with a selected category, as this will include the points twice in the Total calculation

5. Click Submit when finished