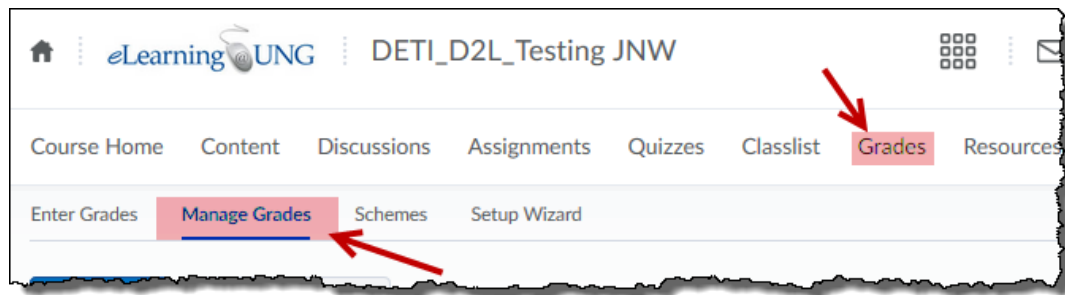


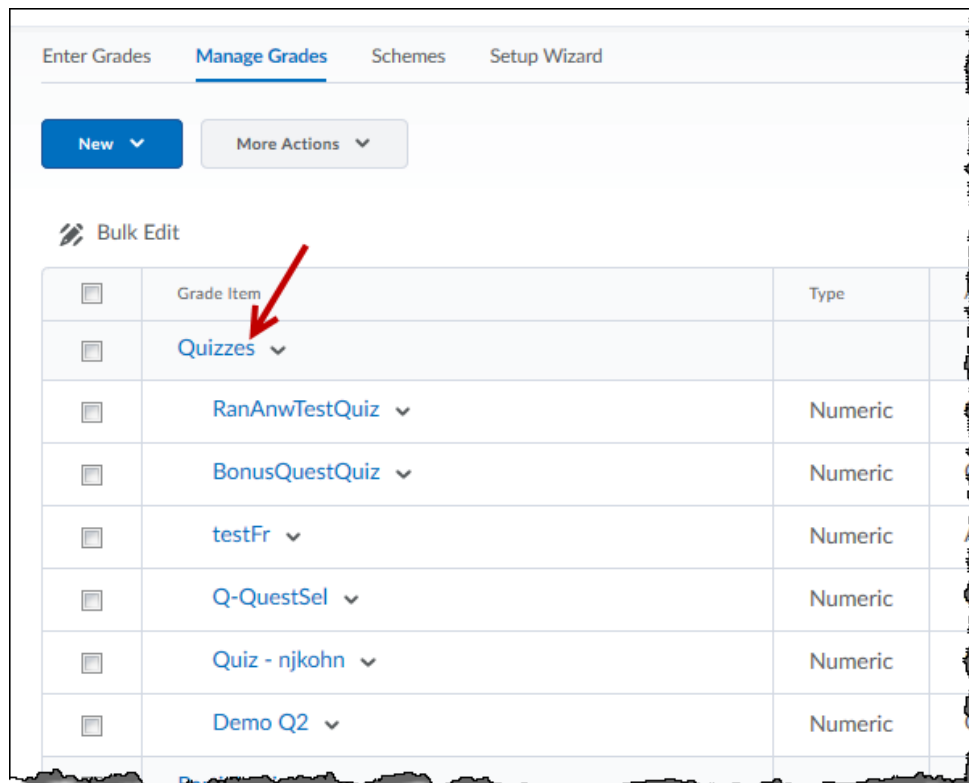
How to Drop the Lowest Grade for A Grade Category

This process depends on what grade system has been chosen. There are sections for both the “Weighted” and “Points” system below.

1. Click on **Grades**, then **Manage Grades**:

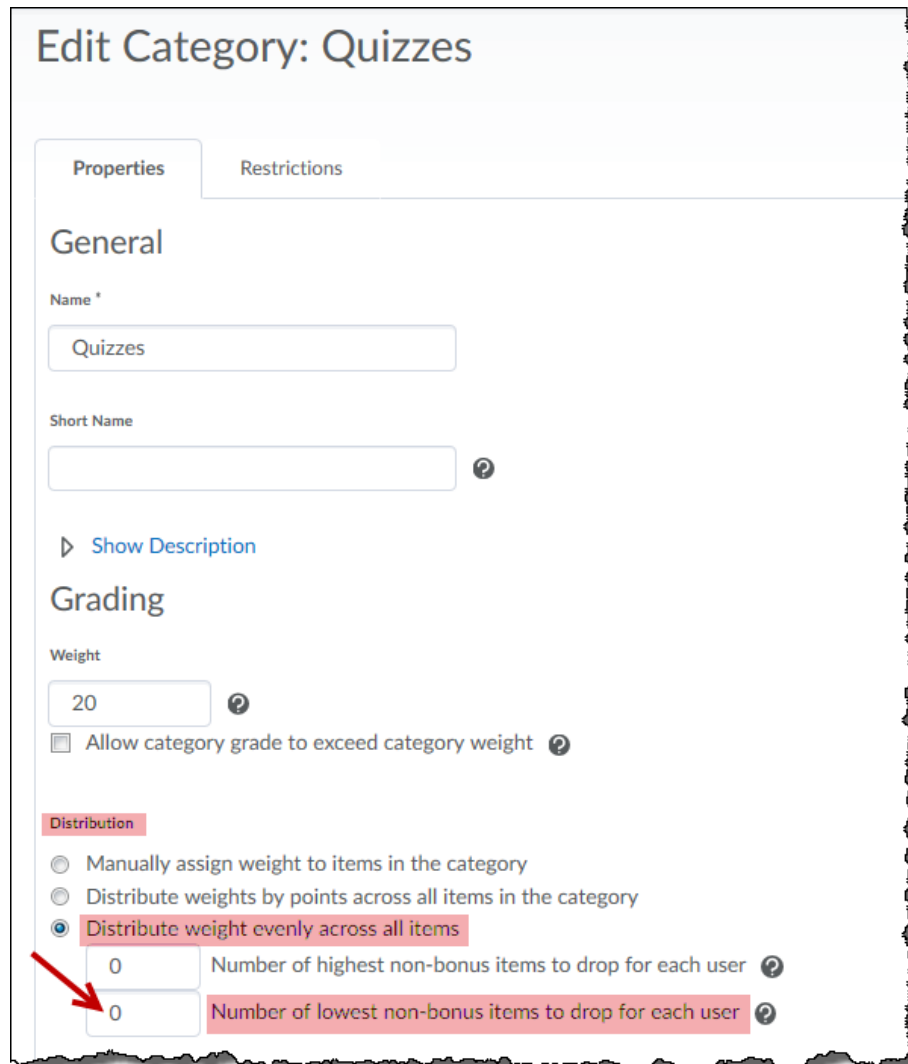


2. Click on the grade category such as “Quizzes”. Clicking directly on the word will allow you to **edit** the grade category.



For the “Weighted” system:

3. Under **Grading**, you will see an option under **Distribution** and “Distribute weight evenly across all items” for, “Number of lowest non-bonus items to drop for each user”



The screenshot shows the 'Edit Category: Quizzes' interface. It has two tabs: 'Properties' and 'Restrictions'. The 'Properties' tab is active. Under the 'General' section, there are input fields for 'Name' (containing 'Quizzes') and 'Short Name'. Below that is a 'Show Description' link. The 'Grading' section contains a 'Weight' input field (set to 20) and a checkbox for 'Allow category grade to exceed category weight'. The 'Distribution' section has three radio button options: 'Manually assign weight to items in the category', 'Distribute weights by points across all items in the category', and 'Distribute weight evenly across all items' (which is selected). Below these are two input fields for the number of items to drop: 'Number of highest non-bonus items to drop for each user' (set to 0) and 'Number of lowest non-bonus items to drop for each user' (set to 0). A red arrow points to the '0' in the second input field.

4. Input the number of lowest grades to drop from the final grade calculation for this grade category, then **Save and Close**.

For the “Points” system:

5. Under **Grading**, you will see a checkbox under **Distribution** and beside “Distribute points across all items“. Check it and then find “Number of lowest non-bonus items to drop for each user” and specify a number.

Distribution

Distribute points across all items ?

10 Points per item ?

0 Number of highest non-bonus items to drop for each user ?

0 Number of lowest non-bonus items to drop for each user ?

Display Options

When completed, click **Save and Close** at the bottom of the screen.