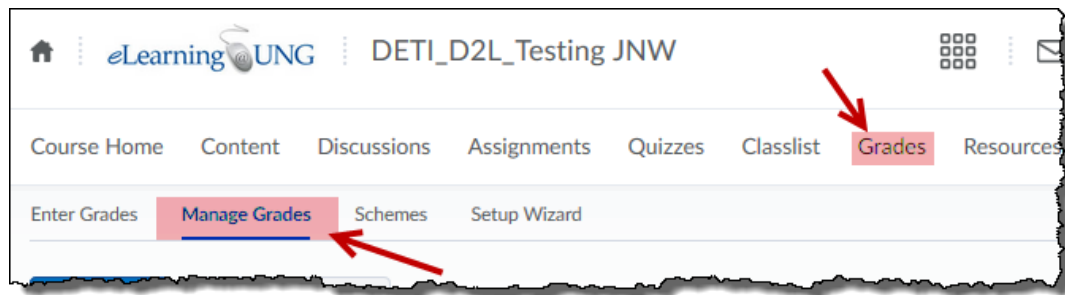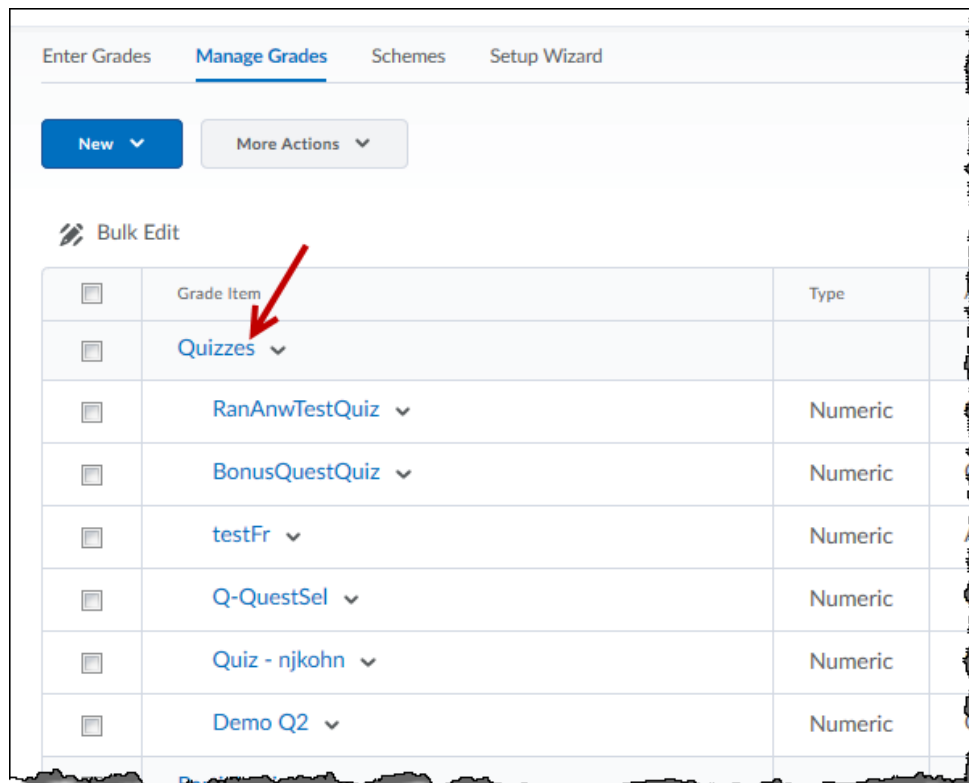# How to Drop the Lowest Grade for A Grade Category

This process depends on what grade system has been chosen. There are sections for both the "Weighted" and "Points" system below.
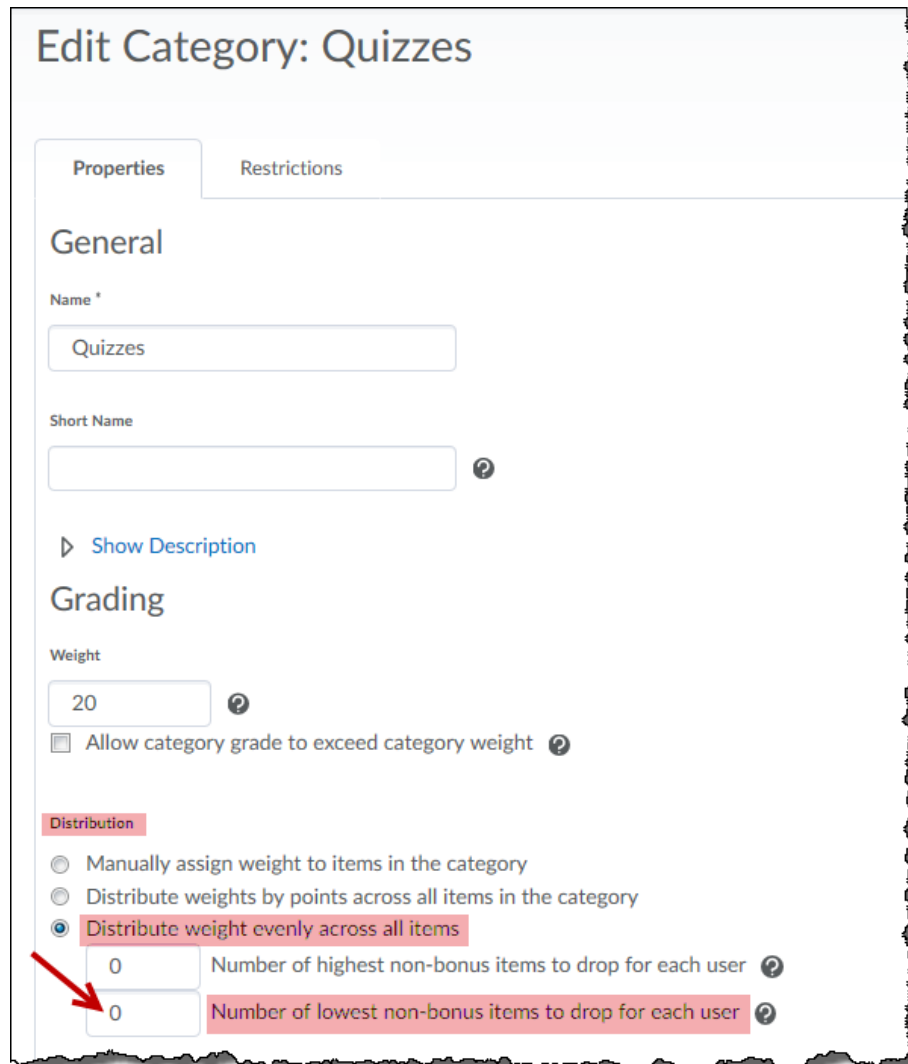
1. Click on **Grades,** then **Manage Grades:**

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"

Edit Category: Quizzes

Properties   Restrictions

General

Name *

Quizzes

Short Name

[   ] ?

▷ Show Description

Grading

Weight

[20] ?

☐ Allow category grade to exceed category weight ?

Distribution

○ Manually assign weight to items in the category
○ Distribute weights by points across all items in the category
◉ Distribute weight evenly across all items

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

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

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.

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