

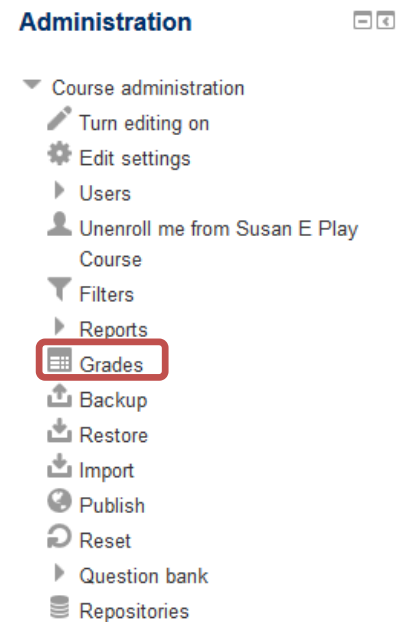
Why Do This

You might wish to drop the lowest grade out of a series of items, say the lowest quiz grade out of a set of 9 quizzes, for each student. You can set up your gradebook so that this is done automatically.

There are several of conditions that must be met:

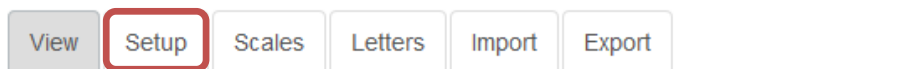
1. You must have your applicable items in a category.
2. All items must have the same weight/max points.
3. You cannot have an extra credit item in the category.

1. Go to the *Administration* block. Select **Grades**.

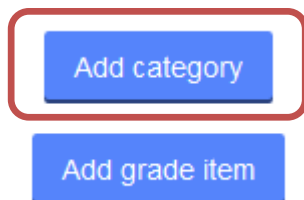


2. Select the **Setup** tab.

Grader report



3. First, you must have a category. To add one, select **Add category** at the bottom of the page. If you already have a category, proceed to Step 7.







4. Enter the **Category name**.

▼ Grade category

Category name*

5. If using an aggregation other than Natural, select the desired **Aggregation** from the dropdown, and enter the category's total point value in **Maximum grade**.
6. Select **Save changes** at the bottom of the page.
7. Next, the applicable grade items must be within the category. If your grade items are already in that category, proceed to Step 10.
8. To move the items into the category, check the boxes on the far right of each applicable grade item.

| | | | |
|--|-------|--------|-------------------------------------|
|   Quiz 1 | 10.00 | Edit ▼ | <input checked="" type="checkbox"/> |
|   Quiz 2 | 10.00 | Edit ▼ | <input checked="" type="checkbox"/> |

9. At the bottom of the page, select the category name from the “**Move selected items to**” dropdown menu. Wait a few seconds to allow the system to move the items.

Save changes

Move selected items to

Choose... ▼

10. Select the **Edit** dropdown to the right of the category name.

  Quizzes 15.0 - **Edit ▼**

11. Select the first option, **Edit Settings**.

| Quizzes | 15.0 | - | Edit | All / None |
|---|---------------|---|-----------------|-------------------------------------|
| Quiz 1 | 10.00 | | ⚙ Edit settings | <input checked="" type="checkbox"/> |
| Quiz 2 | 10.00 | | | <input checked="" type="checkbox"/> |
| Quizzes total Simple weighted mean of grades. | 15.00 | | | |
| Course total | 100.00 | | | |

12. Select “**Show more**” under Aggregation.

Grade category

Category name*

Aggregation ?

Show more...

13. Put the number of lowest items you want dropped (for example, 1) in the box under “**Drop the lowest.**”

Drop the lowest* ?

14. Select **Save changes** at the bottom of the page.

15. Once you have saved, just under the category total it will say “Drop 1 lowest values.”