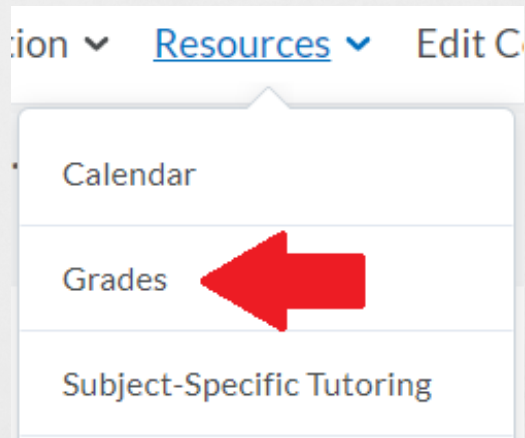


D2L: Dropping the Lowest Grade

1 Accessing Grades

The Grades tool can be found in the Resources menu in your courses.

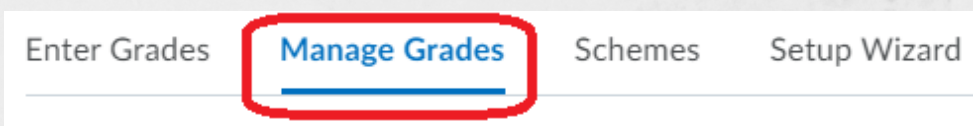


Using Categories

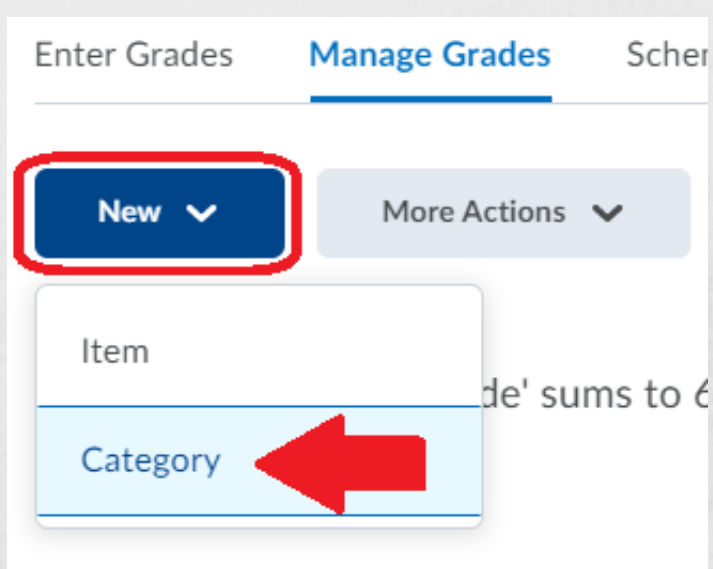
Categories can help organize and group grade Items. You must use **Categories** in Grades in order to drop the lowest score.

2 Creating Categories

In the **Grades** area, select the **Manage Grades** tab.



3 Select **New**, then select **Category** from the menu.



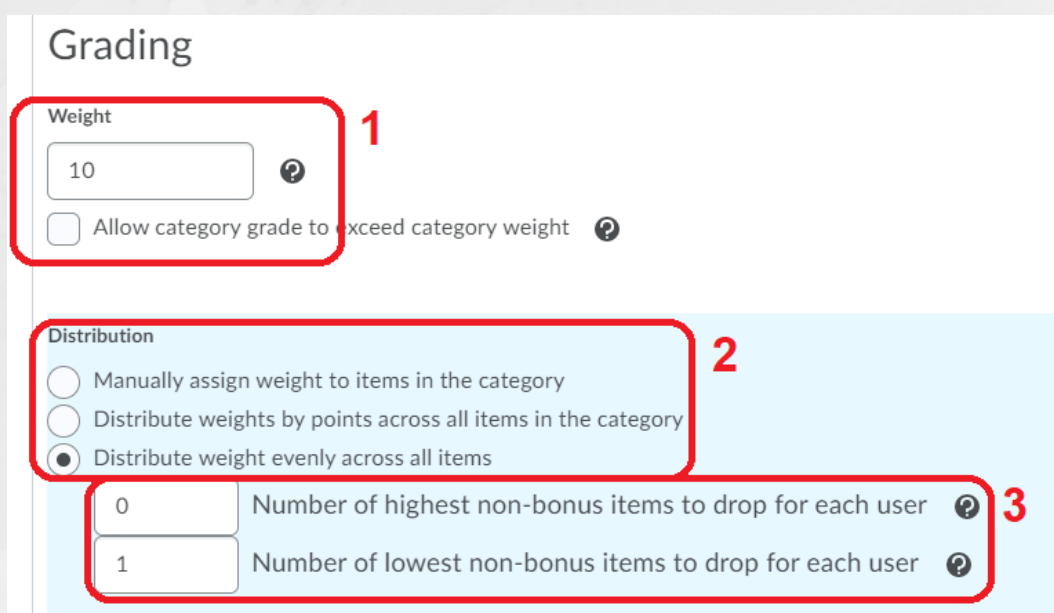
4 Give the Category a **Name**, then scroll down to **Grading**.

If using a **Weighted** gradebook you can:

1. Assign a **Weight** to the Category.
2. Choose **Distribution** options
3. If you choose **Distribute**.

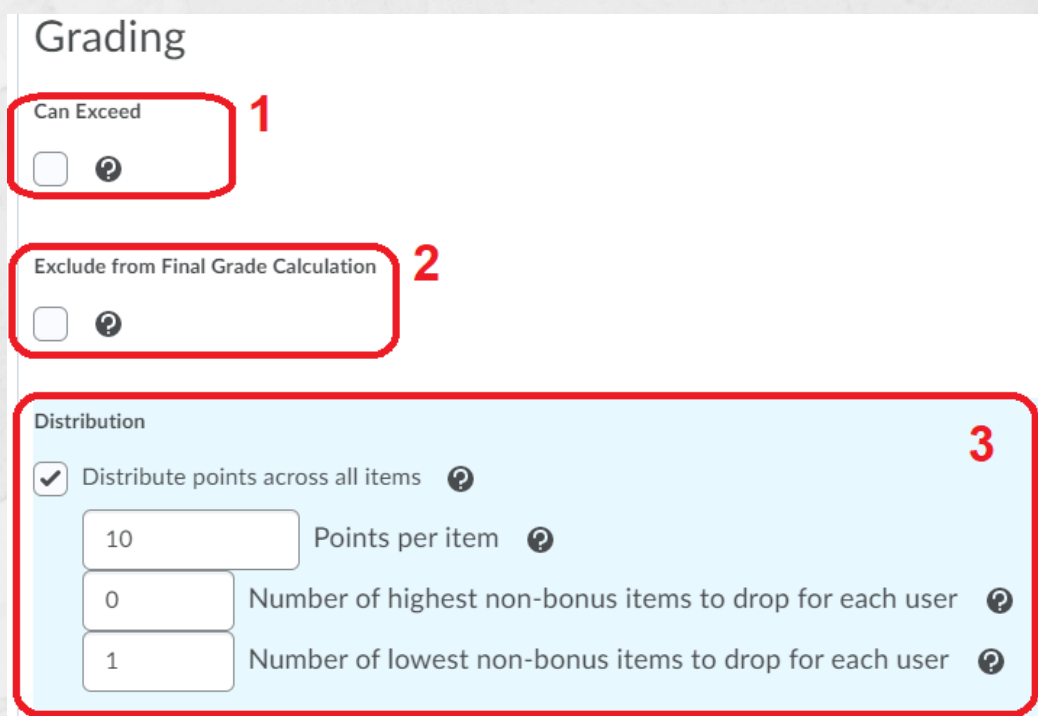
Weight Evenly, you can choose to automatically **drop** a number of lowest or highest grades in the Category.

Weighted Grading continued...



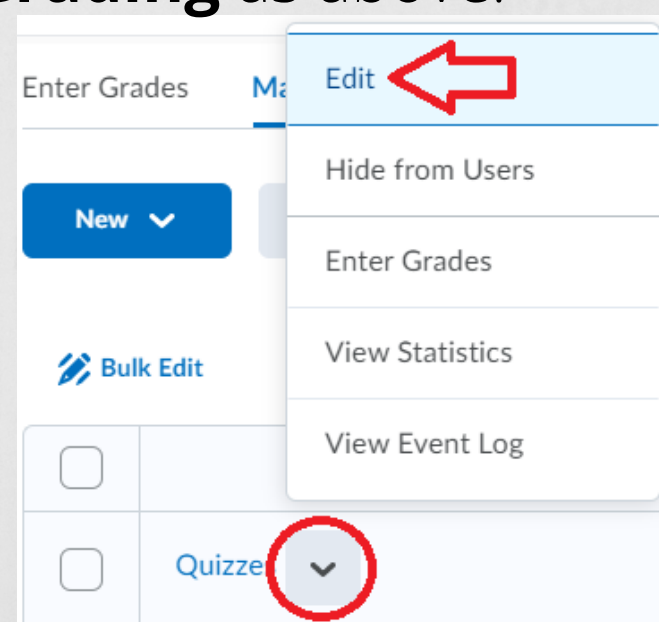
5 If using a **Points** gradebook you can:

1. Allow students' scores to **exceed** the Category's max value (e.g. extra credit).
2. **Exclude** the Category from Final Grade Calculation.
3. If you choose **Distribute Points** across all items, you can choose to automatically **drop** a number of lowest or highest grades in the Category.

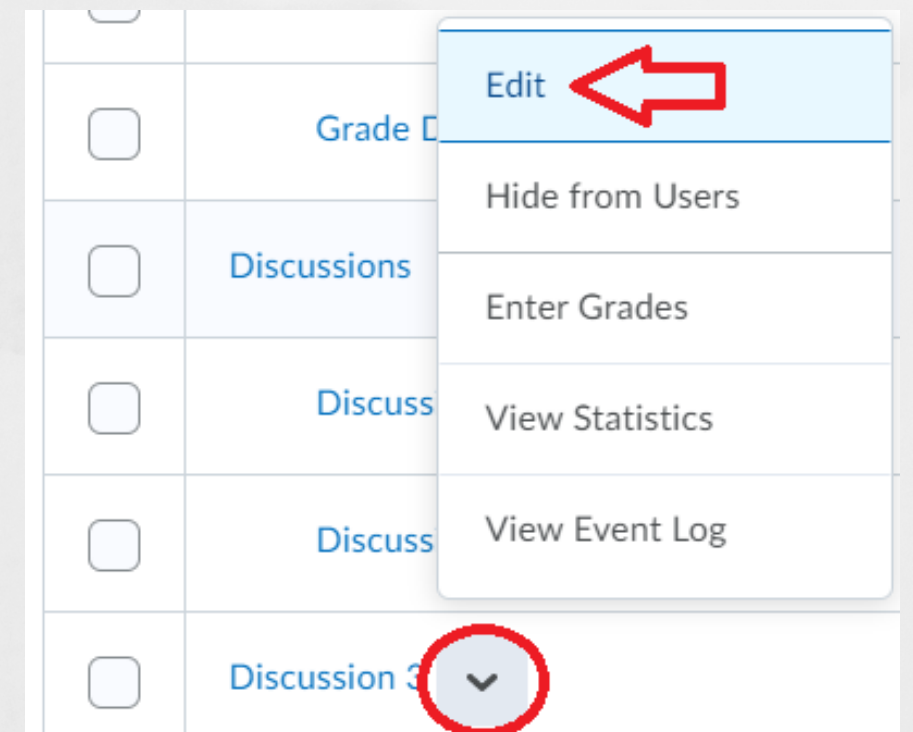


6 Select **Save and Close**, to finish or select **Save and New** to create another Category.

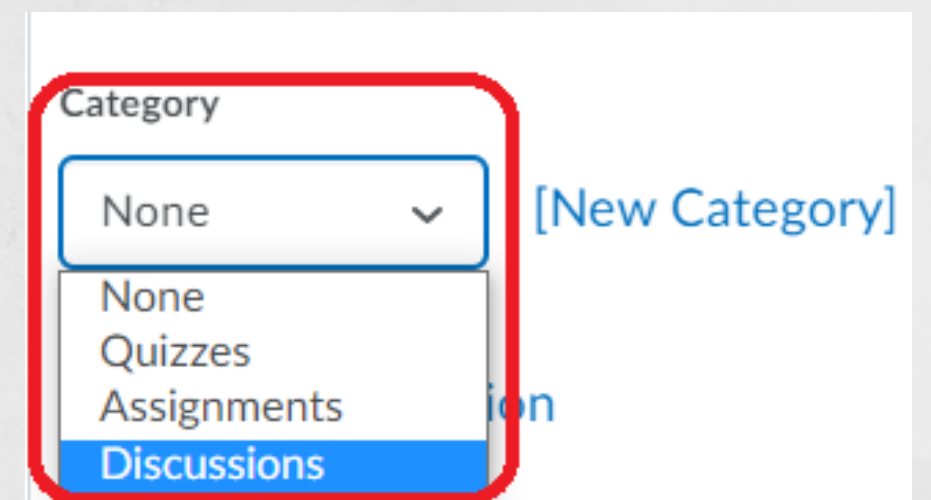
1 For existing **Categories**, go to **Manage Grades** and open the menu beside the Category, then select **Edit**. Then, proceed to **Grading** as above:



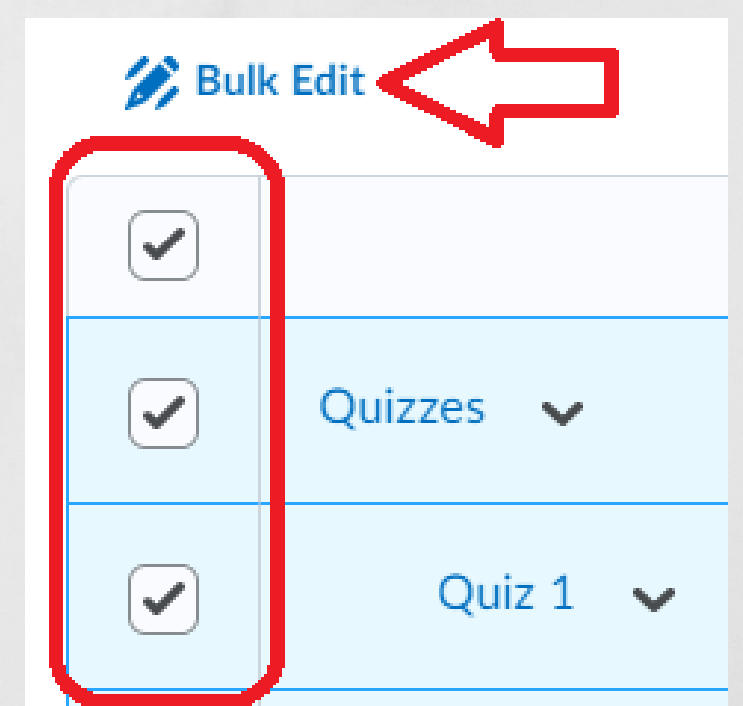
1 To add existing **Items** to a **Category**, go to **Manage Grades**, select the menu beside the **Item**, then select **Edit**.



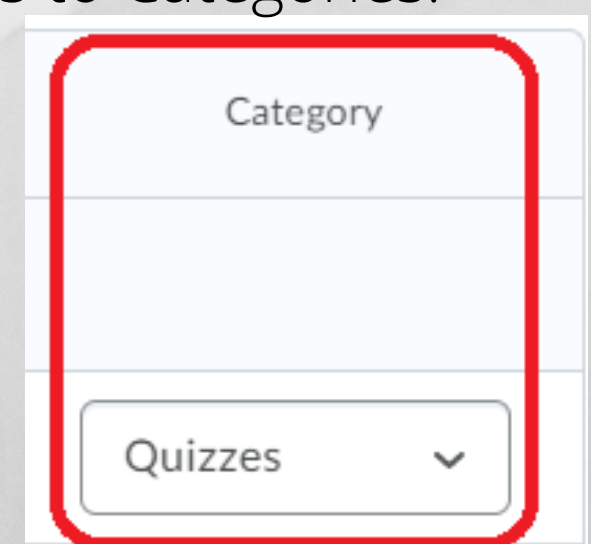
2 Scroll down to **Category** and select a Category from the menu. Then, select **Save and Close** or **Save**.



3 To add multiple existing **Items** to **Categories** at once, go to **Manage Grades**, select the Items, then select **Bulk Edit**.



4 On the right side, use the menus in the **Category** column to assign Items to Categories.



5 Select **Save** to finish.