

How to Drop Lowest Grade(s) in the Grade Center

Problem: You have a collection of 12 small assignments but wish to include only the top 10 scores in the total calculation for the course.

Concepts to Know

- **Grade Categories:** Create a grade category called “Assignments” and apply that category to appropriate grade items.
- **Total Column:** This column calculates how all the grade items and categories are computed to determine the final grade.

How to Create a Grade Category

1. In the Full Grade Center, choose Manage and then Categories.

A list of available categories displays. You can use these categories, delete them, or create new categories. When finished, choose OK.

2. Choose Manage again, and then Column Organization.
3. Observe the grade items. To assign a grade item to a category, select that item and choose “Change Category to...” at the bottom.
4. Once you have all grade items grouped into categories, you are ready to apply settings for dropping the lowest grades

Edit the Total Column

1. In the Full Grade Center, choose the chevron next to the Total column or Weighted Total column and choose Edit Column Information.
2. See Figure 1, next page. Locate the Select Columns section, then choose the Selected Columns radio button and observe:
 - a. Columns to Select displays a list of individual grade items in the Grade Center
 - b. Categories to Select displays all the categories you’ve created.
3. Select the “Assignments” category and choose the lower right-pointing arrow to add that category to the Selected Columns section on the right. (The result of this action is highlighted as a red box in Figure 1.)
4. Verify the number of lowest grade items you wish to drop and indicate that number.

IMPORTANT

Make sure to add all remaining items you wish to have computed in the Total column by either advancing individual grade items or grade categories. If you add a category, do not add the individual grades items within that category otherwise Blackboard will compute that twice!

Remember to set “Calculate as Running Total” as appropriate. For example, clicking “No” will calculate empty cells as zeros in the final total.

Drop Lowest Grade(s)

SELECT COLUMNS

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total

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☐ All Grade Columns

☒ Selected Columns and Categories

Columns to Select:

Unit 2 Wiki
My first forum
Unit 3 Wiki
Assignment 4
Marketing Blog
Training Discussion Forum

Column Information

Categories to Select:

Wiki
Self and Peer
Journal
Blog
Survey
Test

Category Information

Selected Columns:

Column: Test 4

Category: Assignment

☒ Drop Grades

OR

☐ Use only the

Drop Highest

☐ Lowest Value to Calculate

Grades

☐ Highest Value to Calculate

Drop Lowest

Grades

Category: Discussion

☒ Drop Grades

OR

☐ Use only the

Drop Highest

☐ Lowest Value to Calculate

Grades

☐ Highest Value to Calculate

Drop Lowest

Calculate as Running Total

☒ Yes ☐ No

A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

Figure 1