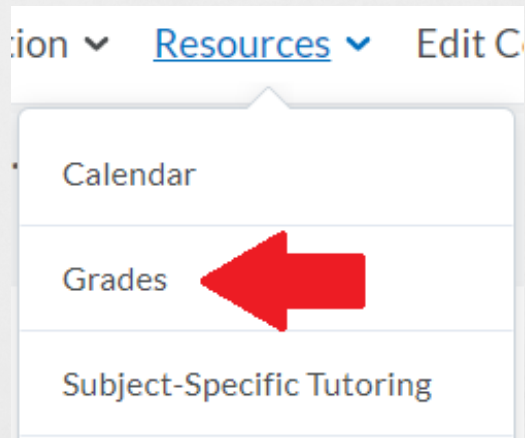


D2L: Dropping the Lowest Grade

Accessing Grades

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

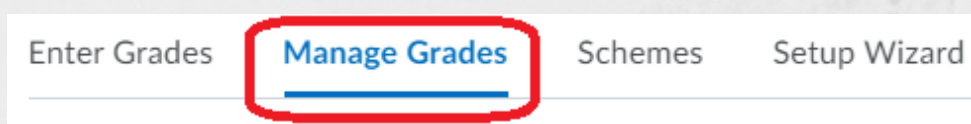


Using Categories

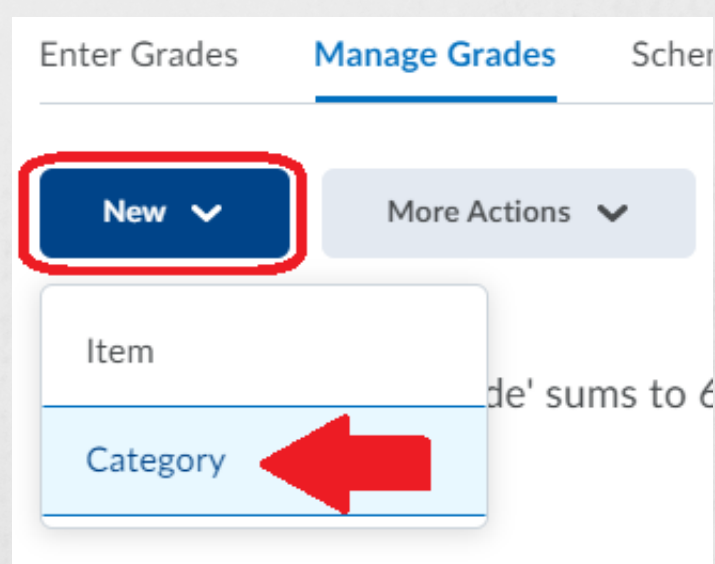
Categories can help organize and group grade Items. You must use **Categories** in Grades in order to drop the lowest score.

Creating Categories

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



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



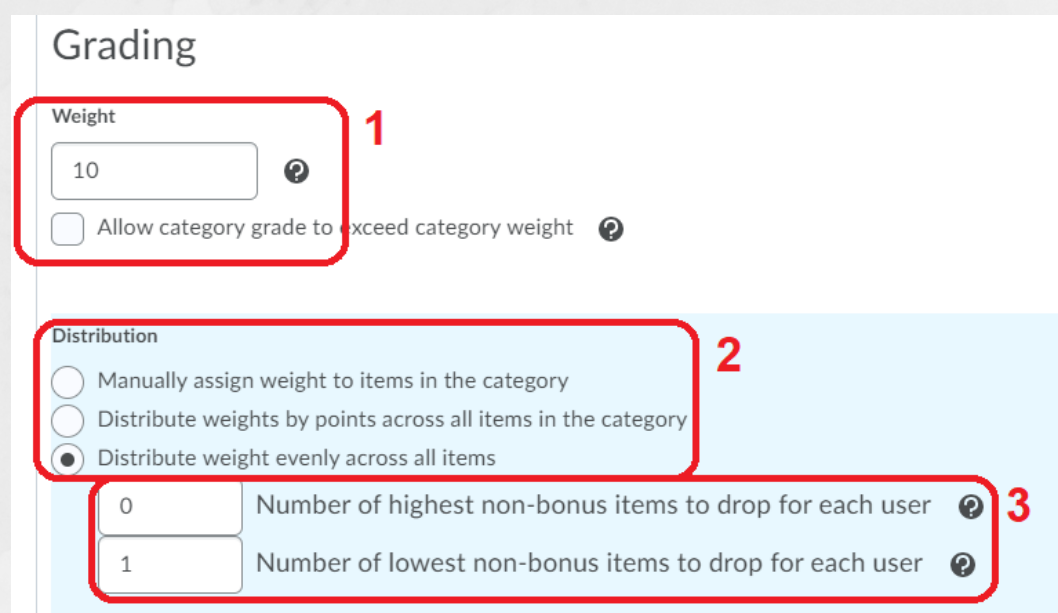
Give the Category a **Name**, then scroll down to **Grading**.

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

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

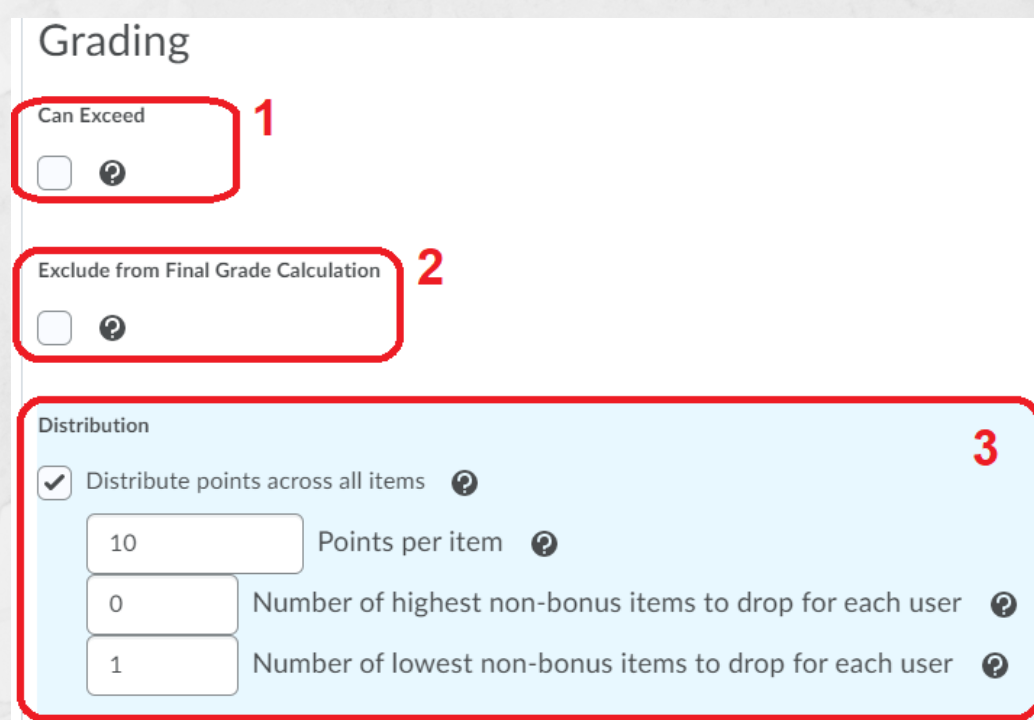
Weight Evenly, you can choose to automatically **drop** a number of lowest or highest grades in the Category.

Weighted Grading continued...



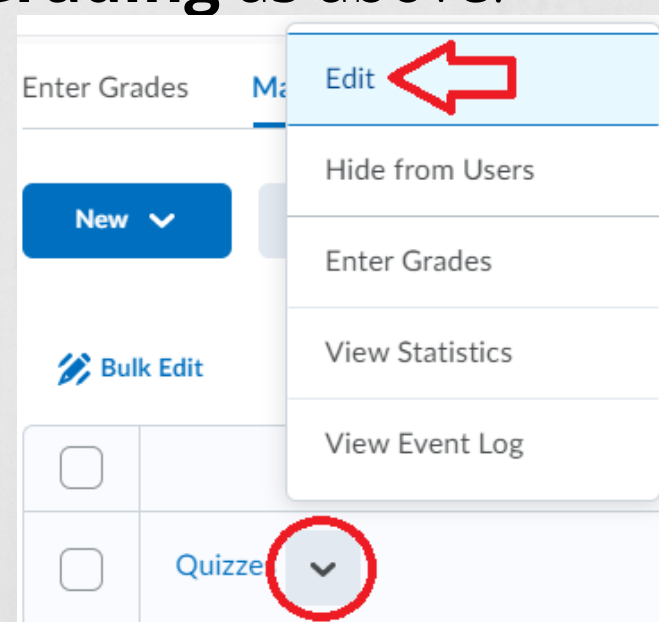
5 If using a **Points** gradebook you can:

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.

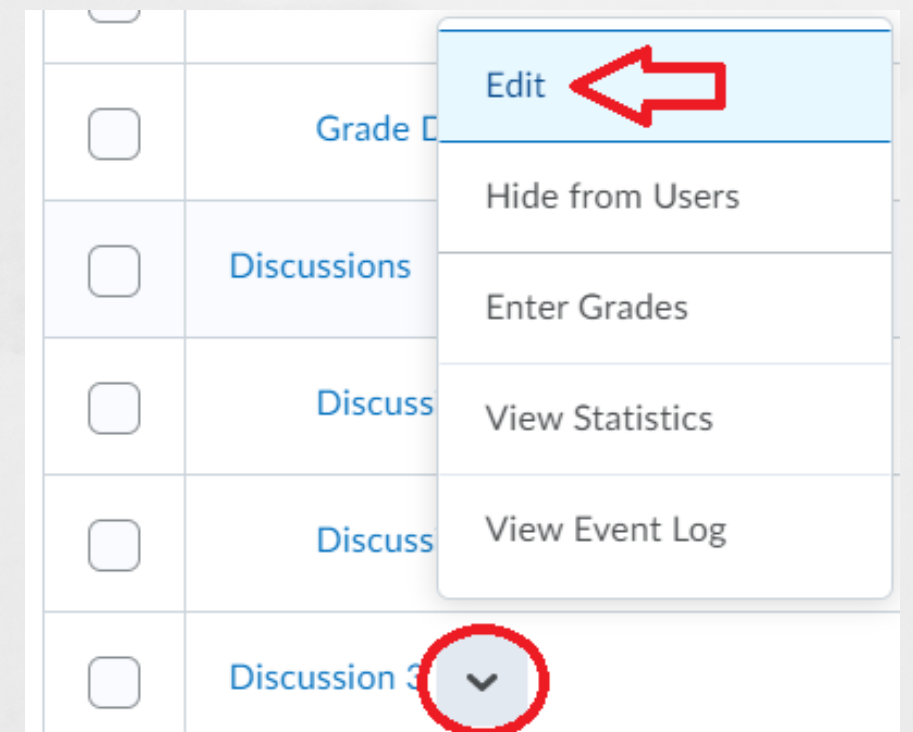


6 Select **Save and Close**, to finish or select **Save and New** to create another Category.

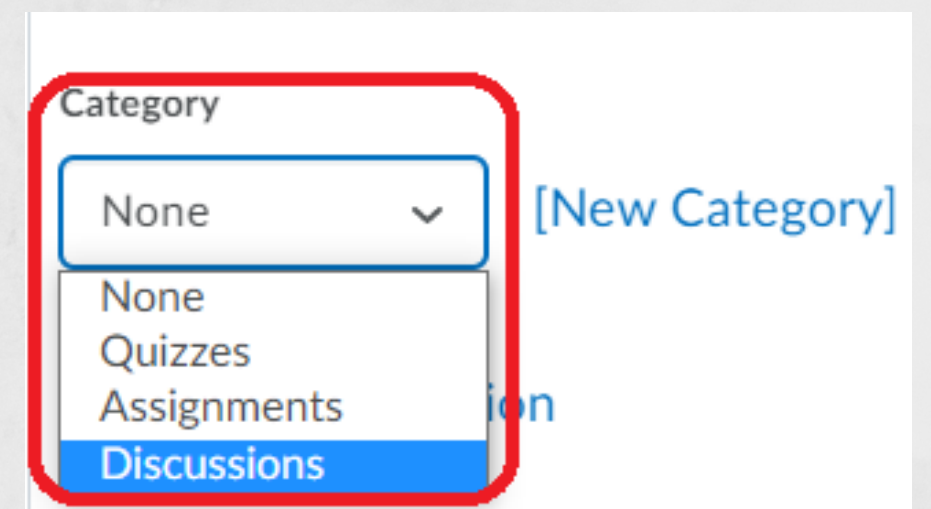
1 For existing **Categories**, go to **Manage Grades** and open the menu beside the Category, then select **Edit**. Then, proceed to **Grading** as above:



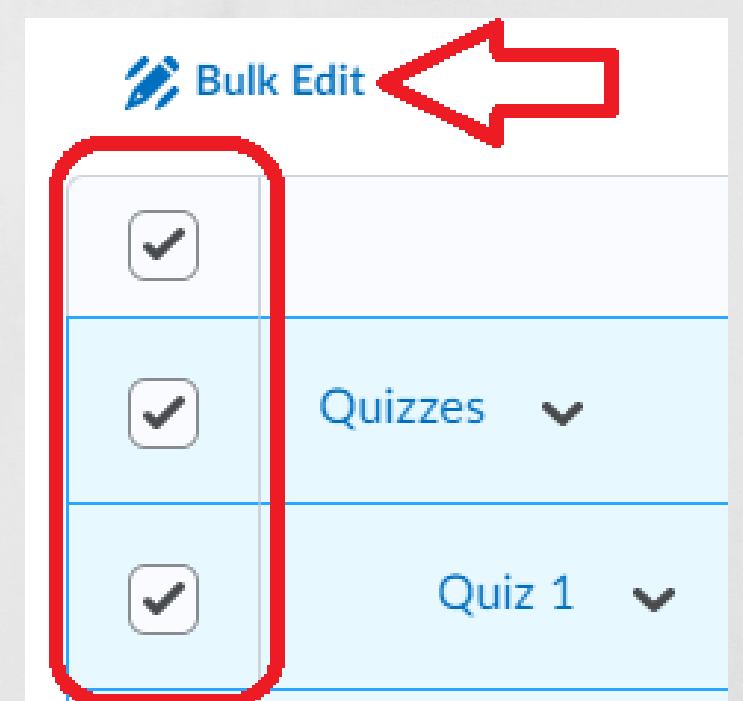
1 To add existing **Items** to a **Category**, go to **Manage Grades**, select the menu beside the **Item**, then select **Edit**.



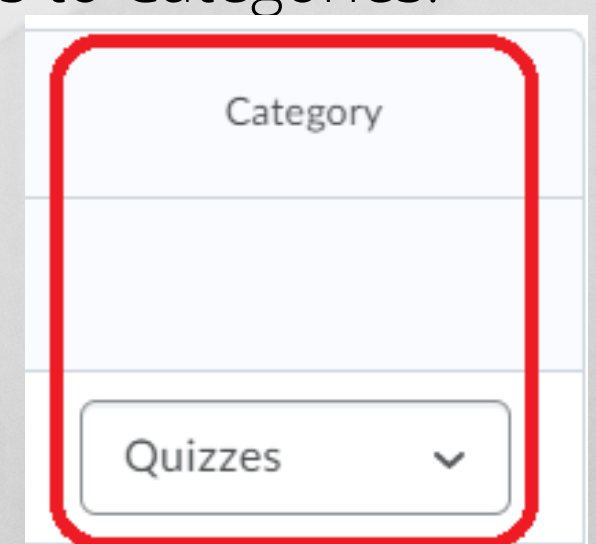
2 Scroll down to **Category** and select a Category from the menu. Then, select **Save and Close** or **Save**.



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



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



5 Select **Save** to finish.