

Dropping the Lowest Quiz Grade

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Manage your grade calculations and learn how to drop the lowest grade for different assessments.

Working with Categories

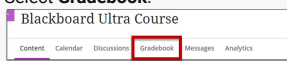
Dropping quiz grades is done at the grade category level. Before dropping a quiz grade ensure everything that you would like to be dropped is in the same grade category, and that items you don't want to be dropped is not in that category.

For example, if you have 5 quizzes and you want to drop the lowest one, make sure that all 5 are in their own category, without any other quizzes.

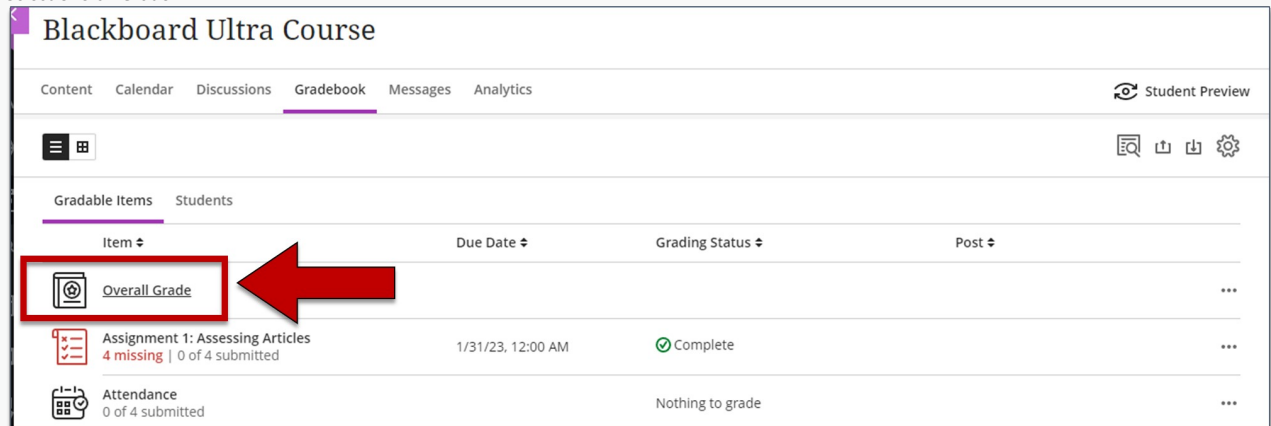
To learn how to set up grade categories, visit: [Using Gradebook Categories](#)

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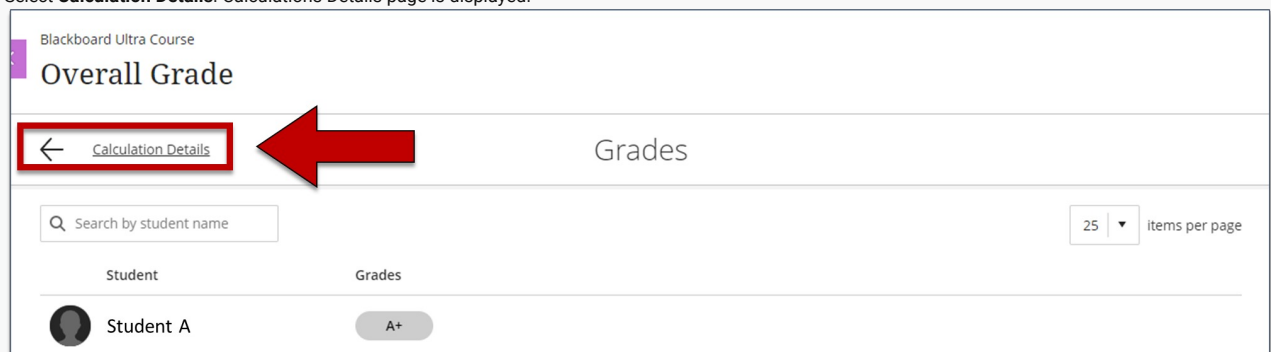
1. Select **Gradebook**.



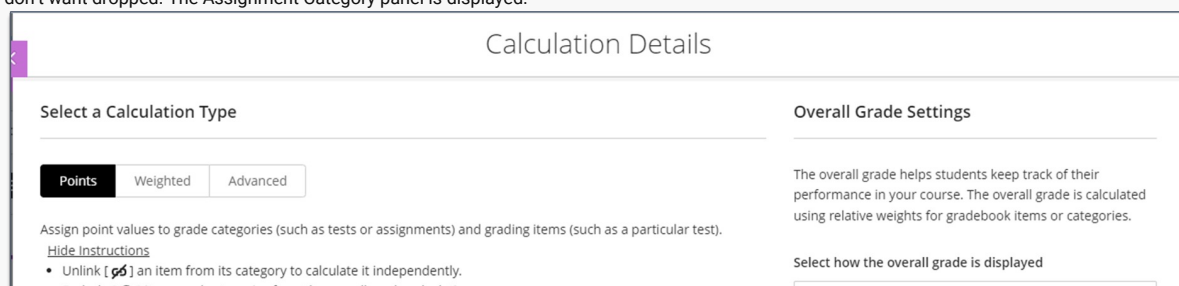
2. Select **Overall Grade**.



3. Select **Calculation Details**. Calculations Details page is displayed.



4. Select **Edit calculation rules** for the grade category you want to drop the lowest quiz. **Note:** Ensure that the category you choose does not have items you don't want dropped. The Assignment Category panel is displayed.



Letter

Assignment 1: Assessing Articles 10

Assignment 4 items **Edit calculation rules** 145

Test 4 items Edit calculation rules 138

Attendance 2 items Edit calculation rules 0

Journal 2 items Edit calculation rules 105

Cancel Save

5. Select **Enable**.

Blackboard Ultra Course

Assignment Category

Category Calculation Rule

Enable

Enabling a rule allows you to set conditions for all elements within the category to calculate the category's total score. You need to have more than one (1) non-exempt item within the category to set a rule correctly. Bear in mind that enabling rules can affect a student's final grade for that category.

Drop Scores
Choose to drop scores from the total calculation

Use Only
Choose to use only specific scores in the total calculation

Cancel Continue

6. Select **Drop Scores**.

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Drop Scores
Choose to drop scores from the total calculation

Drop lowest scores

Drop highest scores

Use Only
Choose to use only specific scores in the total calculation

Cancel Continue

7. Enter the number of lowest scored items you want dropped.

8. Select **Continue**. Score is dropped.

Additional Resources

- [Dropping grades inside categories for overall grade calculation](#)

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tags : add-calculation, blackboard-ultra, dropping-grades, gradebook, grading, lowest-grade, ultra