Dropping the Lowest Quiz Grade

Published 1/16/2023 by Anh Lam

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

Dropping the Lowest Quiz Grade

1. Select Gradebook.

Blac	kboar	d Ultra	Course			
Content	Calendar	Discussions	Gradebook	Messages	Analytics	

2. Select Overall Grade.

Blackboard Ultra Course				
Content Calendar Discussions Gradebook	Messages Analytics			Student Preview
				லு பை பில்லு
Gradable Items Students				
Item \$	Due Date 🗢	Grading Status 🗢	Post ≑	
Overall Grade				
Assignment 1: Assessing Articles 4 missing 0 of 4 submitted	1/31/23, 12:00 AM	⊘ Complete		
Attendance 0 of 4 submitted		Nothing to grade		***

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

Blackboard Ultra Course Overall Grade			
Calculation Details		Grades	
Q Search by student name			25 🔻 items per page
Student	Grades		
Student A	A+		

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.

Calculation Details	
Select a Calculation Type	Overall Grade Settings
Points Weighted Advanced Assign point values to grade categories (such as tests or assignments) and grading items (such as a particular test).	The overall grade helps students keep track of their performance in your course. The overall grade is calculated using relative weights for gradebook items or categories.
Hide Instructions Unlink [96] an item from its category to calculate it independently. Exclude [0] items and categories from the overall grade calculation	Select how the overall grade is displayed



5. Select Enable.



6. Select Drop Scores.



Catego	ry Calculation Rule
💽 En	ble
Enabling a	rule allows you to set conditions for all elements
You need t category to can affect a	where more than one (1) non-exempt item within the set a rule correctly. Bear in mind that enabling rule student's final grade for that category.
O Drop !	cores
Choose	to drop scores from the total calculation
Drop	0 lowest scores
0	highest scores
Drop	
O Use	

- 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