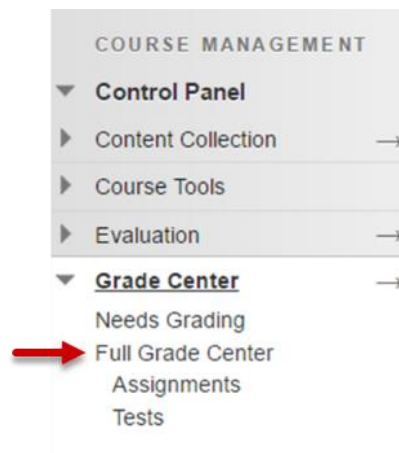


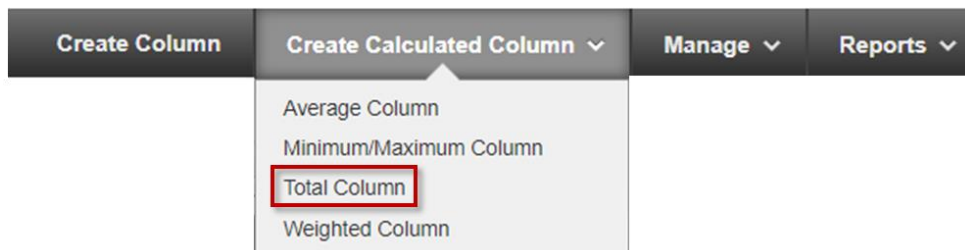
Drop Lowest Score in a Set

BLACKBOARD ALLOWS INSTRUCTORS TO CREATE A COLUMN THAT AUTOMATICALLY DROPS THE LOWEST GRADE IN A CATEGORY. FOR EXAMPLE, YOU MAY HAVE 5 QUIZZES IN YOUR CLASS BUT ONLY WANT TO INCLUDE THE TOP 4 SCORES IN THE TOTAL CALCULATIONS.

- Access the **Full Grade Center**.



- Create **Calculated Total Column**.



- Name the **Column**.

* Column Name	Quiz Scores
---------------	-------------

- Choose **Selected Columns and Categories**.
 - The quiz, exam, assignment, etc....you choose must belong to a specific category. You may add a category to any column by editing the column information. Select the Category and click the arrow.

Include in Total All Grade Columns Selected Columns and Categories

Columns to Select:

- Unit 1 - Create Exam Questions
- Unit 2 - Create Exam Questions
- Unit 3 - Create Exam Questions
- Unit 4 Discussion - Create Exam Questions
- Midsemester Attendance
- Midsemester Average and Grade
- End Semester Attendance
- Lab Quiz 1 - Anatomical terms, organ system, microscope
- Column Information

Categories to Select:

- Assignment
- Survey
- Discussion
- Blog
- Journal
- Self and Peer
- Test
- Category Information

Test: Lab Quiz 1 - Anatomical terms, organ system, microscope, Lab Quiz 2 - Cells, Lab Quiz 3-Mitosis, Epithelium, Lab Quiz 4, Lab Quiz 5, Lab Quiz 6, Lab Quiz 7, Lab Quiz 8, Lab Quiz 9, Lab Quiz 10, Lab Quiz 11, Lab Quiz 12

- Select the number of grades you wish to drop (either high or low).

Selected Columns:

Category: Test ✕

Drop Grades OR Use only the

Drop Highest Grades Lowest Value to Calculate

Drop Lowest Grades Highest Value to Calculate

- Change **Calculate as Running Total** to **No**.

Calculate as Running Total Yes No

- Click **Submit**.