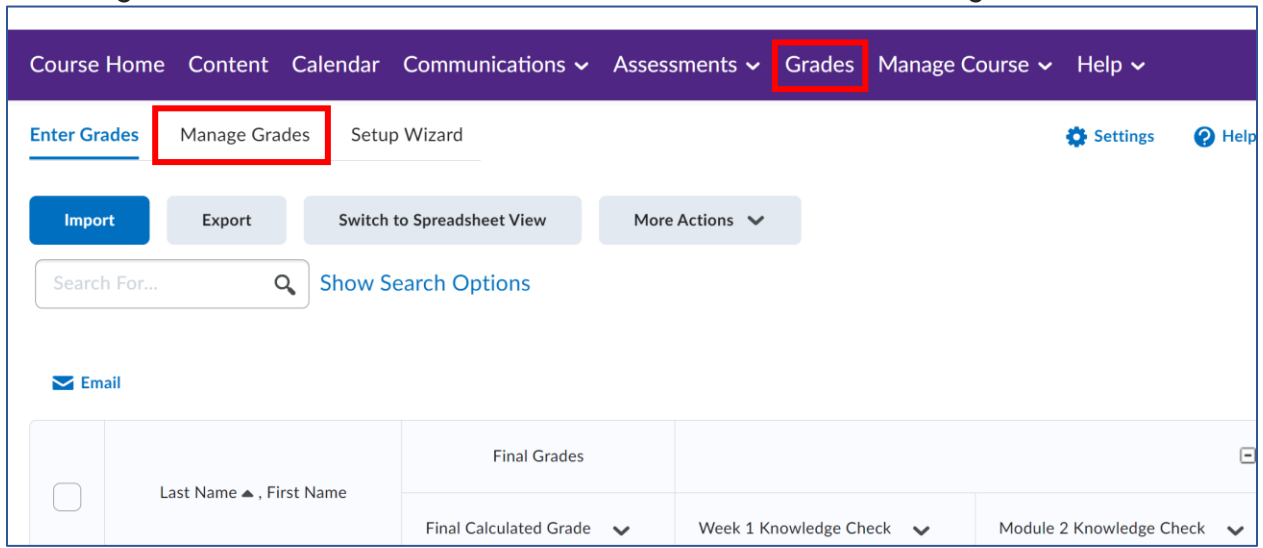


How to drop the lowest or highest grade(s) in a grading category

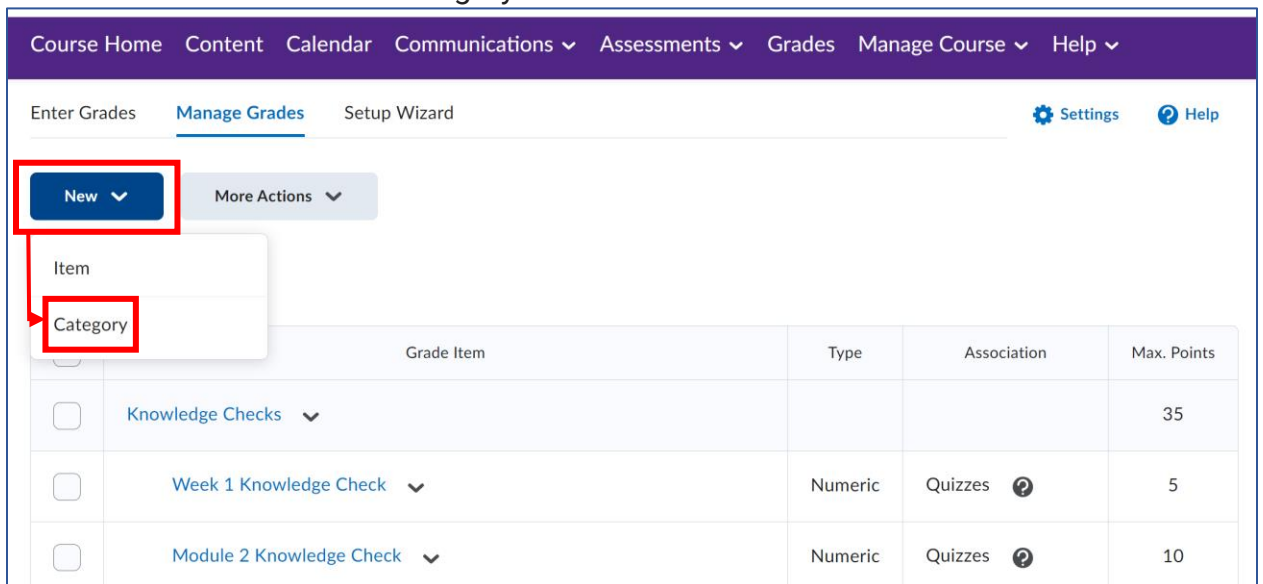
To exclude the lowest or highest graded items for learners, follow the steps below:

1. Navigate to the "Grades" section in the Nav bar and select "Manage Grades"



The screenshot shows the LMS interface with the 'Grades' section highlighted in the navigation bar. Below the navigation bar, the 'Manage Grades' option is selected and highlighted. The interface includes buttons for 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions'. A search bar is also visible.

2. Select "New" and click "Category"



The screenshot shows the LMS interface with the 'Manage Grades' section selected. The 'New' button is highlighted, and its dropdown menu is open, showing the 'Category' option selected. Below the dropdown, a table of grade items is visible.

	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Knowledge Checks			35
<input type="checkbox"/>	Week 1 Knowledge Check	Numeric	Quizzes	5
<input type="checkbox"/>	Module 2 Knowledge Check	Numeric	Quizzes	10

3. ...or select an existing category and click “Edit” (in the screen shot below – the grade category “Knowledge Checks” is selected)

The screenshot shows the 'Manage Grades' interface. At the top, there is a navigation bar with 'Course Home', 'Content', 'Calendar', 'Communications', 'Assessments', 'Grades', 'Manage Course', and 'Help'. Below this, there are tabs for 'Enter Grades', 'Manage Grades', and 'Edit'. The 'Edit' tab is selected and highlighted with a red box. A dropdown menu is open under 'Edit', showing options: 'Hide from Users', 'Enter Grades', 'View Statistics', and 'View Event Log'. Below the menu, there is a 'New' button and a 'More Actions' button. A 'Bulk Edit' button is also visible. The main area contains a table with columns: 'Type', 'Association', and 'Max. Points'. The table has four rows: 1. 'Knowledge Checks' (selected with a red box), 'Max. Points: 35'. 2. 'Week 1 Knowledge Check', 'Type: Numeric', 'Association: Quizzes', 'Max. Points: 5'. 3. 'Module 2 Knowledge Check', 'Type: Numeric', 'Association: Quizzes', 'Max. Points: 10'.

4. Scroll down to “Distribution”, click “Distribute points across all items”, fill in the number of items to drop for each user (as shown in the screenshot below) and then click “Save and Close”.

The screenshot shows the 'Distribution' settings form. The 'Distribute points across all items' checkbox is checked and highlighted with a red box. Below it, there are three input fields: 1. 'Points per item' with a value of 10. 2. 'Number of highest non-bonus items to drop for each user' with a value of 0. 3. 'Number of lowest non-bonus items to drop for each user' with a value of 2, highlighted with a red box. Below the input fields, there is a 'Display Options' section with a 'Show Display Options' link. At the bottom, there are four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'.