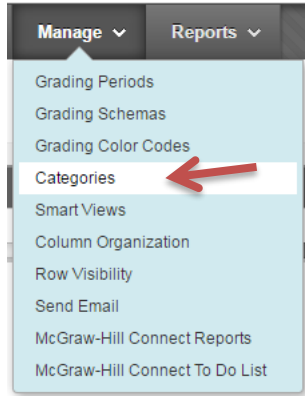


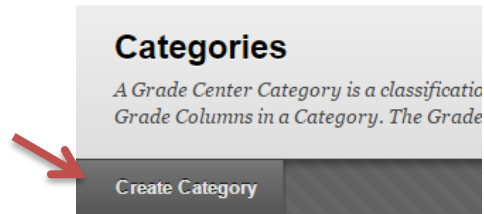
Problem: I use a points-based Grade Center. How do I drop the lowest quiz grade?

Solution: Create a separate Total column that adds up all quizzes and can also drop the lowest quiz grade.

1. In the Full Grade Center hover mouse over Manage button. Click on Categories.



2. Create a new category that will include only quizzes. Click Create Category.



Title 

Assignment

Blog

Discussion

3. Name the Category, in this case, Quizzes. Click Submit.


Create Category

Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a Name and Description. The Description is optional, but can help differentiate Categories and explain a Category's purpose.

* Indicates a required field.


Cancel Submit

CATEGORY INFORMATION

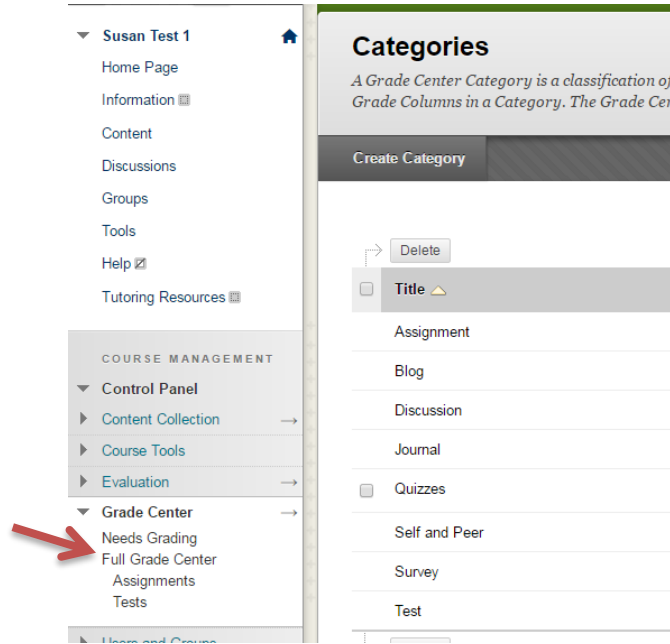
* Name 

Description

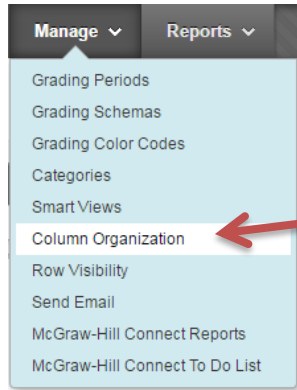
Click Submit to proceed. Click Cancel to go back.

Cancel Submit 

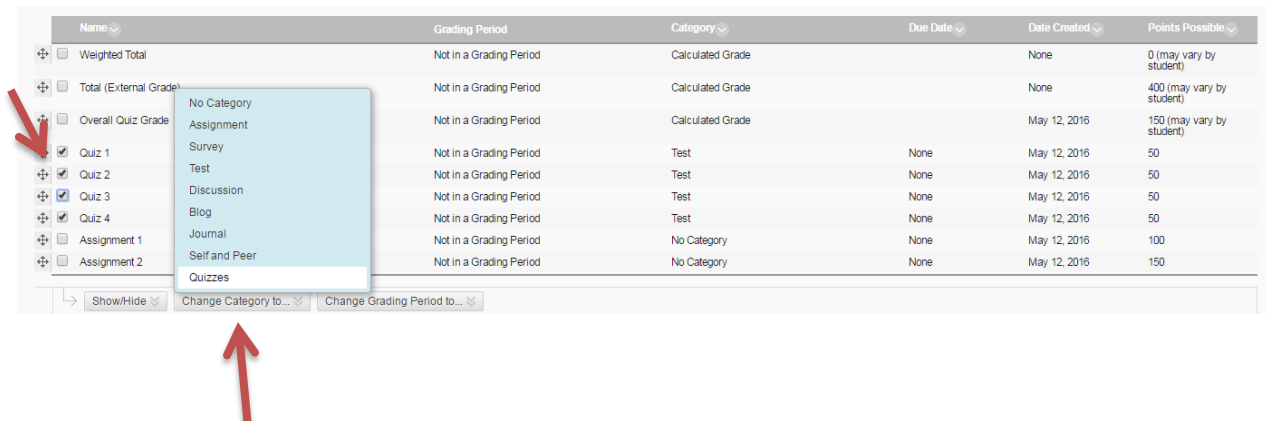
- The category Quizzes is created. Next you'll need to connect the quizzes to this category. Click on Full Grade Center.



- Hover mouse over the Manage button. Click Column Organization.



- Check the boxes on the left of the quiz title. Hover mouse over Change Category to... then click Quizzes.



7. The category for the quizzes is now changed to Quizzes. Click Submit to save changes.

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	400 (may vary by student)
<input type="checkbox"/> Overall Quiz Grade	Not in a Grading Period	Calculated Grade		May 12, 2016	150 (may vary by student)
<input type="checkbox"/> Quiz 1	Not in a Grading Period	Quizzes	None	May 12, 2016	50
<input type="checkbox"/> Quiz 2	Not in a Grading Period	Quizzes	None	May 12, 2016	50
<input type="checkbox"/> Quiz 3	Not in a Grading Period	Quizzes	None	May 12, 2016	50
<input type="checkbox"/> Quiz 4	Not in a Grading Period	Quizzes	None	May 12, 2016	50
<input type="checkbox"/> Assignment 1	Not in a Grading Period	No Category	None	May 12, 2016	100
<input type="checkbox"/> Assignment 2	Not in a Grading Period	No Category	None	May 12, 2016	150

Click **Submit** to proceed. Click **Cancel** to go back.

8. Create a Total Column that reflects the student score of just the quizzes (including the dropping of the lowest). Hover mouse over Create Calculated Column. Click Total Column.

The screenshot shows the 'Grade Center : Full Grade Center' interface. A dropdown menu is open under 'Create Calculated Column', with 'Total Column' highlighted. A red arrow points to the 'Total Column' option. The background shows a table with student names and scores.

9. Name the column Overall Quiz Grade and keep the primary display set to score.

COLUMN INFORMATION

Column Name: (Red arrow points to the input field)

Grade Center Name:

Description:

Path:

Primary Display: (Red arrow points to the dropdown menu)
Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display:
This display option is shown in the Grade Center only.

10. Select the option for Selected Columns and Categories.

SELECT COLUMNS

Choose All Grade Columns to include all grade columns in the total. If Grading P Columns and Categories.

Include in Total All Grade Columns Selected Columns and Categories

Columns to Select:
Total

11. Select the quizzes category from the “categories to select” box on the lower left. Click on the lower arrow to put them in the “selected columns” box on the right. Type in the number of lowest grades you want to drop in the corresponding box. Click submit at the bottom.

Columns to Select:
Weighted Total
Total
Quiz 1
Quiz 2
Quiz 3
Quiz 4
Assignment 1
Column Information

Categories to Select:
Assignment
Survey
Test
Discussion
Blog
Journal
Self and Peer
Category Information

Selected Columns:
Category: Quizzes
 Drop Grades OR Use only the
Drop Highest Grades Lowest Value to Calculate
Drop Lowest Grades Highest Value to Calculate

12. Next, adjust the Total Column to correctly calculate the overall grade for the course. Hover mouse over the title Total column. Click on the chevron that appears. Click Edit Column Information.

Total	Quiz 1	Quiz 2	Quiz 3
609.00(B+)			80.00
W --			--

Quick Column Information
Edit Column Information
Column Statistics
Sort Ascending
Sort Descending
Hide from Instructor View

13. Click Selected Columns and Categories.

SELECT COLUMNS

Choose All Grade Columns to include all grade columns in the total. If Grading P Columns and Categories.

Include in Total

- All Grade Columns
- Selected Columns and Categories

Columns to Select:

14. Select all the gradable columns in your gradebook under the “columns to select” box except columns such as Weighted Total or Total. Do not select any of the quizzes since they are already calculated in the Overall Quiz Grade column. DO select the Overall Quiz Grade column. Click on the upper arrow to move the columns to the right. Click Submit.

The screenshot shows the 'SELECT COLUMNS' interface. On the left, the 'Columns to Select' box contains a list of items: Quiz 1, Quiz 2, Quiz 3, Quiz 4, and Quiz 5. Below this is a 'Categories to Select' box with a list: Assignment, Survey, Test, Discussion, Blog, Journal, and Self and Peer. On the right, the 'Selected Columns' box contains a list of items: Column: Participation, Column: Paper 1, Column: Paper 2, Column: Final Exam, and Column: OVERALL Quiz Grade. A red arrow points to the 'Columns to Select' box, and another red arrow points to the right arrow button between the two boxes.

15. The Total column will now reflect all gradable columns and the overall quiz grade column with the lowest quiz dropped. In the example below the lowest quiz score (25) was dropped. This is reflected in the Overall Quiz Grade column and the Total column.

✓ Total	Overall Quiz Gr	Quiz 1	Quiz 2	Quiz 3	Quiz 4	Assignment 1	Assignment 2
330.00	140.00	50.00	50.00	25.00	40.00	90.00	100.00