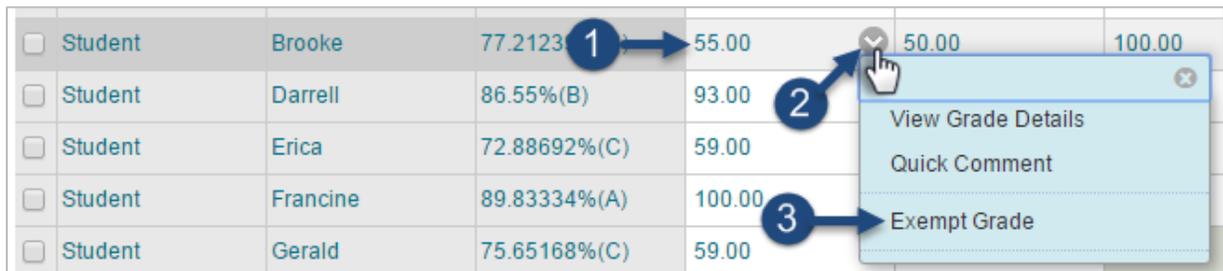


Grade Center – Grades – Dropping Grades

Drop Individual Grades

1. In the main grade center view, locate the cell containing the grade to be dropped.
2. Select the contextual menu arrow in the cell containing the grade.
3. Select **Exempt Grade** from the menu.

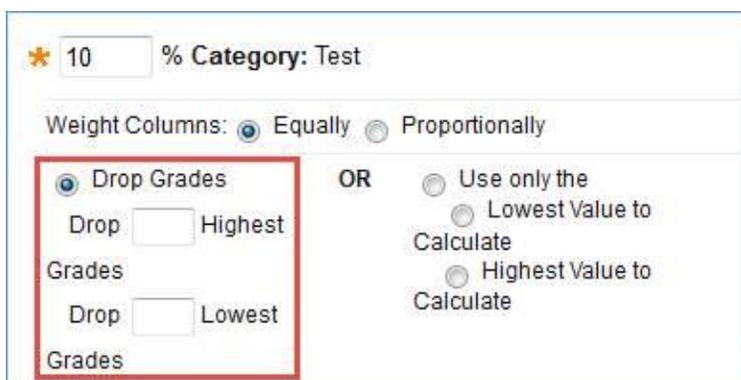
<input type="checkbox"/>	Student	Brooke	77.2123	55.00	50.00	100.00
<input type="checkbox"/>	Student	Darrell	86.55%(B)	93.00		
<input type="checkbox"/>	Student	Erica	72.88692%(C)	59.00		
<input type="checkbox"/>	Student	Francine	89.83334%(A)	100.00		
<input type="checkbox"/>	Student	Gerald	75.65168%(C)	59.00		



4. A round gray exempt icon will replace the grade in the cell.
Example Icon: 
5. To reverse the exemption, select the contextual menu arrow again and select Clear Exemption.

Drop Lowest or Highest Grade(s) within a Category

1. In the grade center, locate the column with the final course grade calculation; the default name is Weighted Total but the college or instructor may have created a custom name.
NOTE: This column should be marked as the **external grade**.
2. Select the contextual menu arrow in the column's header and select **Edit Column Information**.
3. On the Edit Weighted Column page, locate the **Select Columns** section and the category from which the lowest or highest grade(s) will be dropped.
4. Make sure the **Drop Grades radio button** is selected, then insert the number of highest or lowest grades to be dropped in the appropriate field below it. If both fields are left blank, no grades will be dropped.



* 10 % Category: Test

Weight Columns: Equally Proportionally

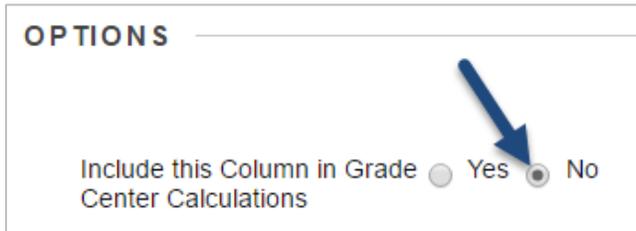
Drop Grades **OR** Use only the
Drop Highest Lowest Value to
Grades Calculate
Drop Lowest Highest Value to
Grades Calculate

5. Select **Submit** at the top or bottom of the page to save the new setting.

Dropping a Grade for All Students

Excluding a Column from Final Grade Calculations (Points or Percentage Gradebook)

1. Locate the desired column in the main grade center view.
2. Select the contextual menu arrow in the column's header and select **Edit Column Information**.
3. Locate the **Options** section and change **Include this Column in Grade Center Calculations** to **No**.



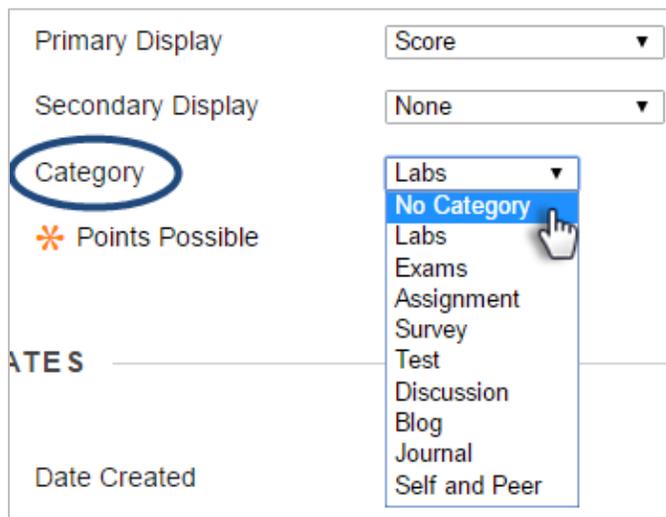
4. Select **Submit** at the top or bottom of the page to save the new setting.

Move the Column into the 'No Category' Category (Percentage Gradebook)

This method requires that the No Category option not be used by the instructor for any other purpose.

NOTE: This method will not work with a point based gradebook that is using the default *all columns* setting to determine the final grade as it will include items without a category. If the points based gradebook is designed to use categories; this method will work.

1. Locate the desired column in the main grade center view.
2. Select the contextual menu arrow in the column's header and select **Edit Column Information**.
3. Locate the **Category drop-down menu** and change the selection to **No Category**.



4. Select **Submit** at the top or bottom of the page to save the new setting.

Hide Dropped Column from Students (Suggested) or Instructor (Optional)

1. Hide column from students: select the column's contextual menu arrow and select **Hide from Students (on/off)**. The Column Not Visible to Users icon (a round gray circle with a red slash) will appear in the column's header.
Example Icon: 
2. Hide column from the instructor: select the column's contextual menu arrow and select **Hide from Instructor View**.

NOTE: If a column is to be hidden from both students and the instructor, it must be hidden from the students first.