

Drop the Lowest Grade

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Drop the Lowest Scores from Grades

1. Go to Grades > Manage Grades.
2. Click on the Category where you wish to drop a grade.
3. In the **Distribution** section, select **Distribute weight evenly across all items** or **Distribute points across all items**.

NOTE: All the grades must be of equal weight or equal point value.

4. Enter the number of lowest grades that you wish to drop in the appropriate field.

Distribution

Distribute points across all items ?

Points per item ?

Number of highest non-bonus items to drop for each user ?

Number of lowest non-bonus items to drop for each user ?

Click **Save and close**.