



Dropping the Lowest Grade in a Category – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information, please contact elarning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you want to drop the lowest grade item in a Category containing Evenly Weighted items. For example, if you have 11 assignments, but want the Assignment category grade to just count the 10 assignments with the highest grades.

Steps

1. Go to the **Grades** tool in your course, and make sure you are in the **Manage Grades** area.
2. Either create a new Category for your items (selecting **Distribute weight evenly across all items**), or edit an existing category by clicking the down arrow next to the title of the category and selecting **Edit Grade Item**. For this scenario, we will do the latter.

The screenshot shows the 'Manage Grades' interface in D2L. At the top, there are navigation links: 'Training Course 03', 'Course Home', 'My Tools', and 'Edit Course'. Below this, there are tabs for 'Enter Grades', 'Manage Grades' (which is active), and 'Schemes'. There are also 'Settings' and 'Help' icons. A 'New' button and a 'More Actions' dropdown are visible. A 'Bulk Edit' link is also present. The main area is a table with columns: 'Grade Item', 'Type', 'Association', 'Max. Points', and 'Weight'. The table contains several rows, including 'Assignments', 'Assignment', 'Presentation 1', and 'Presentation 2'. A red box highlights the 'Edit Grade Item' option in a dropdown menu for the 'Assignments' category. A red arrow points to the 'Edit Grade Item' option.

Grade Item	Type	Association	Max. Points	Weight
Assignments				40
Assignment	Numeric	-	20	33.33333333
Assignment	Numeric	-	30	33.33333333
Assignment	Numeric	-	25	33.33333333
Presentations				10
Presentation 1	Numeric	-	40	25
Presentation 2	Numeric	-	20	12.5



- Under Distribution, make sure you have selected **Distribute weight evenly across all items**. For this scenario, we will drop the lowest item, so we will put the number **1** in the **Number of lowest non-bonus items to drop for each user** box. Click **Save and Close**. As grades are added to items in this category, the category calculation will automatically drop the lowest grade for each student.

Edit Category: Assignments

Properties Restrictions

General

Name *
Assignments

Short Name
?

Show Description

Grading

Weight
40 ?

Allow category grade to exceed category weight ?

Distribution

Manually assign weight to items in the category

Distribute weights by points across all items in the category

Distribute weight evenly across all items

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

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

Display Options

Hide Display Options

Student View

Distribute weight evenly across all items ?

Save and Close Save and New Save Cancel

Things to Remember

As you add grades for items for this Category, the lowest one will automatically be dropped for each student. *This means that the first item you enter grades for will be dropped!* Therefore, you will want to let your students know that their dropped item will change as you enter grades for the various items in the Category throughout the term.



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