Dropping the Lowest Grade in a Category – D2L Tutorial

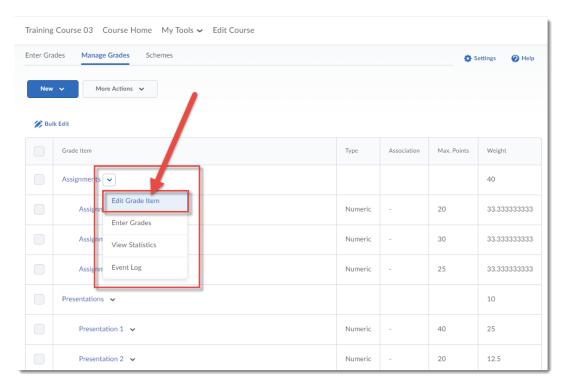
This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information, please contact <u>elearning@camosun.ca</u> for assistance.

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.

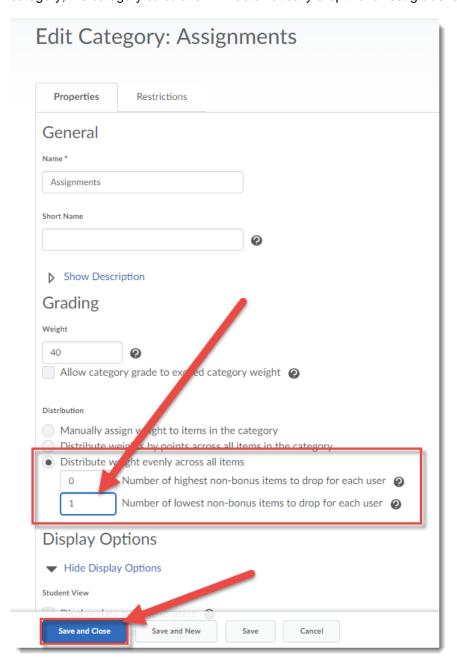




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3. Under Distribution, make sure you have selected Distribute weight evenly across all items. For this scenario, we will drop the lowest item, so we will put the number 1 in the Number of lowest non-bonus items to drop for each user box. Click Save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



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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