How To Enter An Advanced Drop Lowest Score

1. Click on the Teacher Access tab in Educator Access Plus.

2. Select My Gradebook.

3. Select the class in which you want a drop a low grade.

4. Under the Display Options tab, select “Advanced Drop Lowest Score.”

Note: Drop Lowest Score will NOT recalculate if you add more assignments after the drop.
5. In the Process Options screen, select the “Advanced Drop Lowest Score” link next to the Grading Period in which you want to drop the lowest score.

6. Select the student(s) in which you want the drop to be applied.
   
   Click “Next.”

7. Select your options:
   
   A. Select the number of scores that you want to drop.
   B. Leave Option #1 selected. Bypass rounding validation will not apply the drop if it does not change the student’s average. If you want it to drop it anyways, click the box.
   C. Choose the assignments that you want the drop to be able to affect.

   Note: The time it takes to process will depend upon how many assignments that could be affected by the drop.

8. After you have made your selections, click “Next.”
9. This screen shows:

   A. The name of the assignment that was lowest and is going to be dropped.
   B. The score that is going to be dropped.

   Note: The students’ names will repeat based on how many assignments were chosen to be dropped.

10. After you have reviewed the drops, click “Process Drops” in the upper right hand corner.

   The screen shows that it is processing the request and then go back to the Process Options screen.

11. You can tell that the drop has gone through when the link for “Undo Drop Lowest Score” is present.

12. Click Back to go to the Main Gradebook Screen.

13. The assignments with a *AD marked as a score, are the assignments with the lowest scores which were dropped.

   When you hover your cursor over the grade, a message box will appear giving you details.