How To 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 to drop a low grade.

4. Under the Display Options tab, select “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 “Drop Lowest Score” link next to the Grading Period in which you want to drop the lowest score.

6. Select the student that you want the drop to be applied to.

   Click “Next.”

7. Select the Categories and Assignments that you want the drop to be able to affect.

   Click “Next.”

8. 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: If you do not want the certain assignment to be dropped for the specific student, you can uncheck the box next to the student’s name.
9. 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.

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

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

12. 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.