Drop the Lowest or Highest Scores from a Category

At some point you might wish to drop the lowest or highest score within a category of graded items. For example, consider that your course has five assignments and you would like for the Grade Center to automatically drop each student’s lowest score from their final score calculations. This would mean only the four assignments with the highest scores are counted toward the final grades. The instructions below describe how to set up the Grade Center to perform this type of calculation automatically.

Drop the Lowest or Highest Score from a Category:

1. Login to Blackboard.
2. Open the course within which you wish to work.
3. In the Control Panel, click on Grade Center, select Full Grade Center, or the appropriate “Smart View.”
4. Begin by assigning categories to the items you wish to compare. The default categories are “Assignment,” “Discussion,” “Test” and “Survey.” If you need to create additional categories:
   a. Click the Manage button and select Categories from the drop-down menu:

   ![Categories Menu]

   b. On the “Categories” screen, click the Create Category button.
   c. Enter a name for your category and enter a description, if desired.
   d. Click the Submit button.
5. To assign categories to grade columns:
   a. In the Grade Center, select the grade column you wish to categorize; click the gray circle with a down arrow located at the right of the column name to reveal a drop-down menu.
   b. Select Edit Column Information from the menu.
   c. On the “Edit Column” screen, select a Category from the drop-down list in section 1.
   d. Click the Submit button to save the assigned category.

NOTE: Make sure all the items you wish to compare are assigned the same category, and confirm that ONLY the items you wish to compare are assigned that same category. Do this for each separate group of graded items that you wish to compare.

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6. Once you have all the categories assigned to the proper grading columns, look to the Total calculated column, and click the **gray circle with a down arrow** located to the right of the column name to reveal a drop-down menu.

7. Select **Edit Column Information** from the menu.

8. In section 3 of the Edit Total Column screen, click to include **Selected Columns and Categories** in the total. This will reveal lists of your columns and Categories that you will need to highlight and move over to the **Selected Columns** box:

![Selected Columns](image)

9. Once you have selected the **Categories** you wish to compare, as well as any **individual columns** you wish to include in the Total calculations, and moved them over to the “Selected Columns” box, you will need to click the radio button for **Drop Grades**, then enter the number of grades you wish to drop in the box next to either the “Highest Grades” or “Lowest Grades” options.

**NOTE:** In the image above, we've set it up so that the Grade Center will drop the one lowest grade in the “Assignment Category,” as well as the “Discussion Category.” Then it will include the scores in the “Midterm” and “Final Exam” columns individually when calculating the Total score.

10. After setting up the details of the Total Score Calculations, make sure the **Include this Column in Grade Center Calculations** option is set to **Yes**.

11. Click the **Submit** button to save.

**NOTE:** At step 9, you can alternatively click the radio buttons that will cause the Grade Center to include **only** the **Lowest** or **Highest Value** within the specific Category, rather than dropping
scores. These options do almost the same thing, and which method you choose depends on how many scores you are dropping, e.g. if you are dropping the three lowest scores out of four items, it would be simpler to just select the **Use only the Highest value to Calculate** options.