

Dropping the Lowest Grade (s) in a Grade Category in the Scholar Gradebook Scholar 2.9

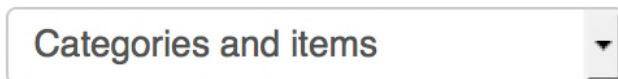
April 30, 2016

There are two ways to access the screen that allows you to make this change.

1. The first way is to enter the “set-up” screen for the gradebook. To do that pull down the arrow beside the word “**Grader Report**” and use the line titled

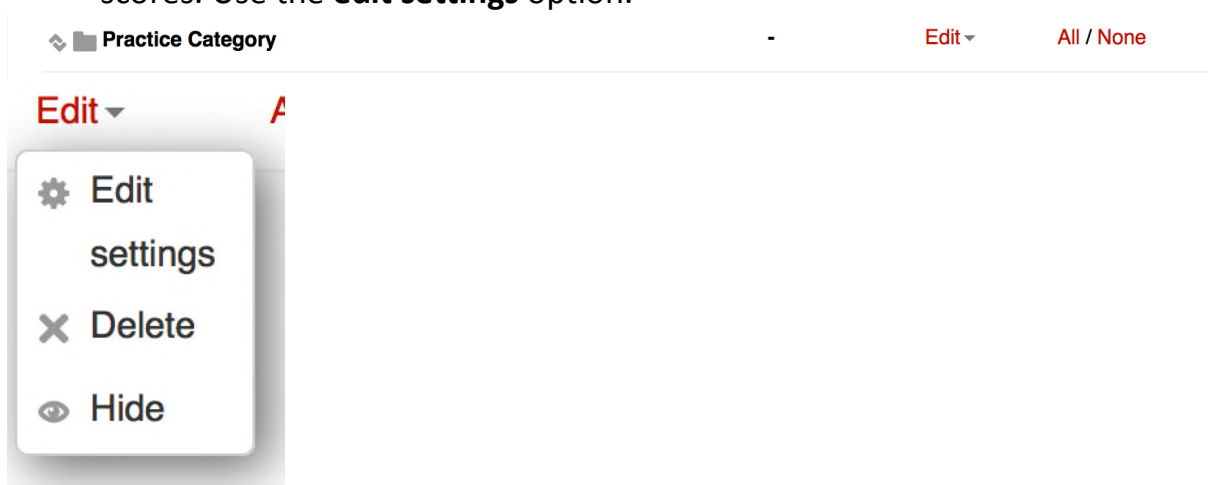


2. To do that pull down the arrow beside the word “**Grader Report**” and use the line titled **Set Up: Categories and Items**



Categories and items

3. Once you are on that screen, use the word **Edit** to the right of the category that contains the graded items from which you are selecting dropping some scores. Use the **edit settings** option.



- Now you are on the screen where you designate how many scores you wish removed.

▼ Grade category

Category name*

Aggregation

Exclude empty grades*

Drop the lowest*

[Show less...](#)

- Remember to click **“Save”** on the bottom of the screen.

The second way to access the screen above is to open the “Grader Report” view of the gradebook and turn editing on. Then click on the “gear” symbol and you will arrive at the same screen above again.

