How to drop grade items from a category in your grade book

You may find it necessary to drop grade items from a category in your grade book. There are two options available when dropping grade items from a category:

- Assign a number of highest scoring items to drop per user
- Assign a number of lowest scoring items to drop per user

Scenarios

Examine the following scenarios:

- Alex gave out 10 quizzes in his course. He noticed that the majority of his learners failed the last 2 quizzes. He decides to drop the 2 lowest scoring items in the Quizzes category to improve his students overall final grades.
- Jenna assigns her students peer evaluations to complete for each of their group members. She wants to focus on the median score received for each member, so drops the highest and lowest scores from the Peer Evaluation category.

Dropping grade items from a category

1. On the Manage Grades page, click Edit Grade Item from the context menu of the category you want to drop grade items from.
2. Select Distribute points across all items.
3. Enter the Points per item in the field provided.
4. Enter the Number of highest non-bonus items to drop for each user and the Number of lowest non-bonus items to drop for each user.
5. Click Save.

When should I drop grade items from a category?

You can drop grade items from a category at any time, provided you have not released a final grade. If you want to drop a grade item that is not in a category, you can either select Exclude from Final Grade Calculation when editing the item or delete the item from the grade book.

Note: We recommend waiting until the end of the semester before deciding if you want to drop grade items from a category. If you set up your grade book categories to drop grade items before there are any grades recorded, the first grades you enter in the category will drop automatically, leaving your grade book unbalanced. This will continue until you have entered all of your grades; only then will the correct grade items in each category drop.

Additional tips

- You cannot drop bonus items.
- In order to drop grade items from a category, all items must be weighted equally.