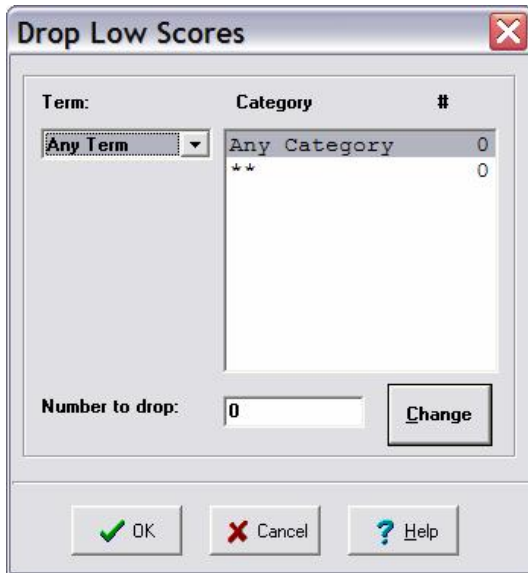


Dropping Low Scores by Terms

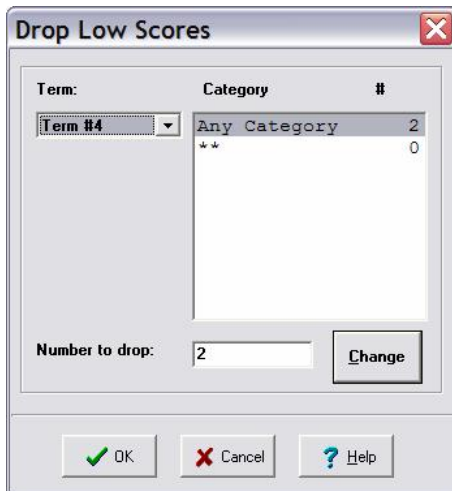
Open your grade book
Select Grading
>Drop Low Scores



The screenshot shows the 'Drop Low Scores' dialog box. The 'Term' dropdown menu is set to 'Any Term'. The 'Category' list contains 'Any Category' (highlighted) and '**'. The '#' column shows '0' for 'Any Category' and '0' for '**'. The 'Number to drop' text box contains '0'. The 'Change' button is visible. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Term:	Category	#
Any Term	Any Category	0
	**	0

On the Drop Low Scores application screen you need to be sure that the number for Any Category is 0 (if it is not highlight the words *Any Category* and in the *Number to drop* box enter 0 and select Change then select OK)



The screenshot shows the 'Drop Low Scores' dialog box. The 'Term' dropdown menu is set to 'Term #4'. The 'Category' list contains 'Any Category' (highlighted) and '**'. The '#' column shows '2' for 'Any Category' and '0' for '**'. The 'Number to drop' text box contains '2'. The 'Change' button is visible. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Term:	Category	#
Term #4	Any Category	2
	**	0

In the Term Drop Down Menu select the appropriate term—Term 4
Highlight *Any Category* and in the *Number to drop* box type in the number of low scores you would like to drop FOR THAT TERM
Select Change
Select OK

If you want to drop low scores for Term 3 then select that Term in the Term Drop Down Menu.

If you want to drop the lowest score for the semester then make sure that Term4 and Term 3 --- *Any Category* is set to 0

Select Any Term in the Term Drop Down Menu and then enter the number of low scores you want to drop for *ANY CATEGORY*---- this allow the LOWEST score from either Term to be dropped *****I do not suggest this since we upload grades per term and if you change your 3rd term grades you will have to submit a change of grade form to get the grade changed*****