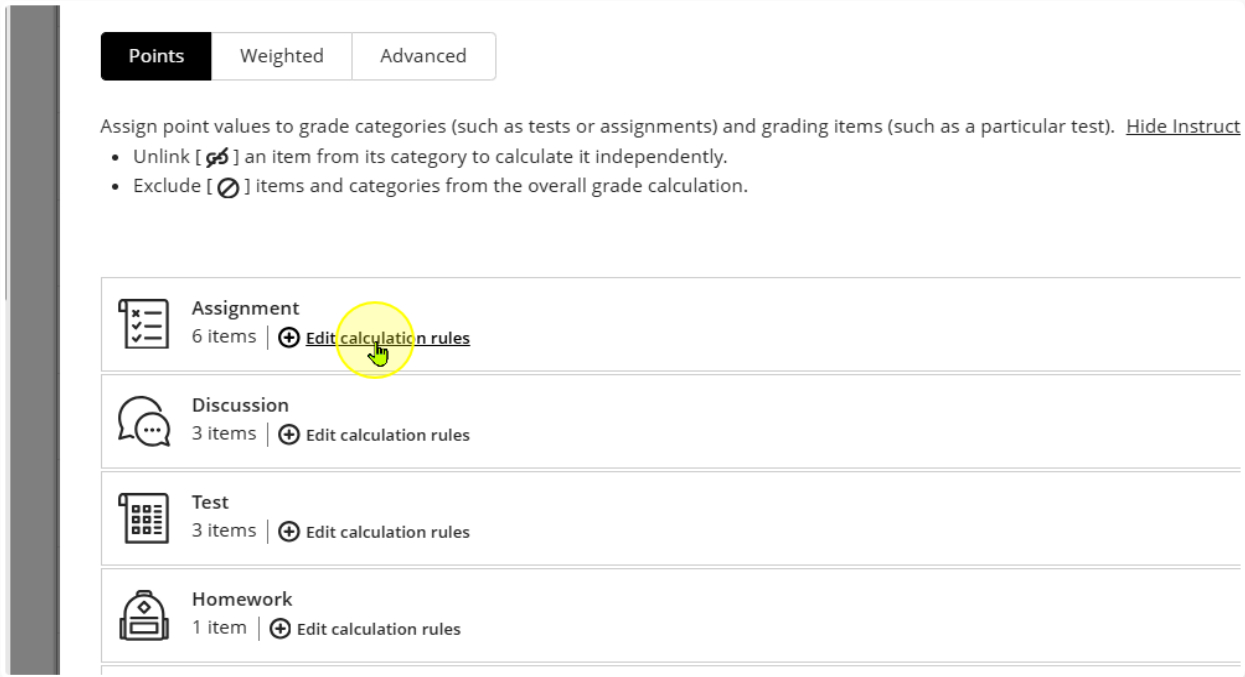
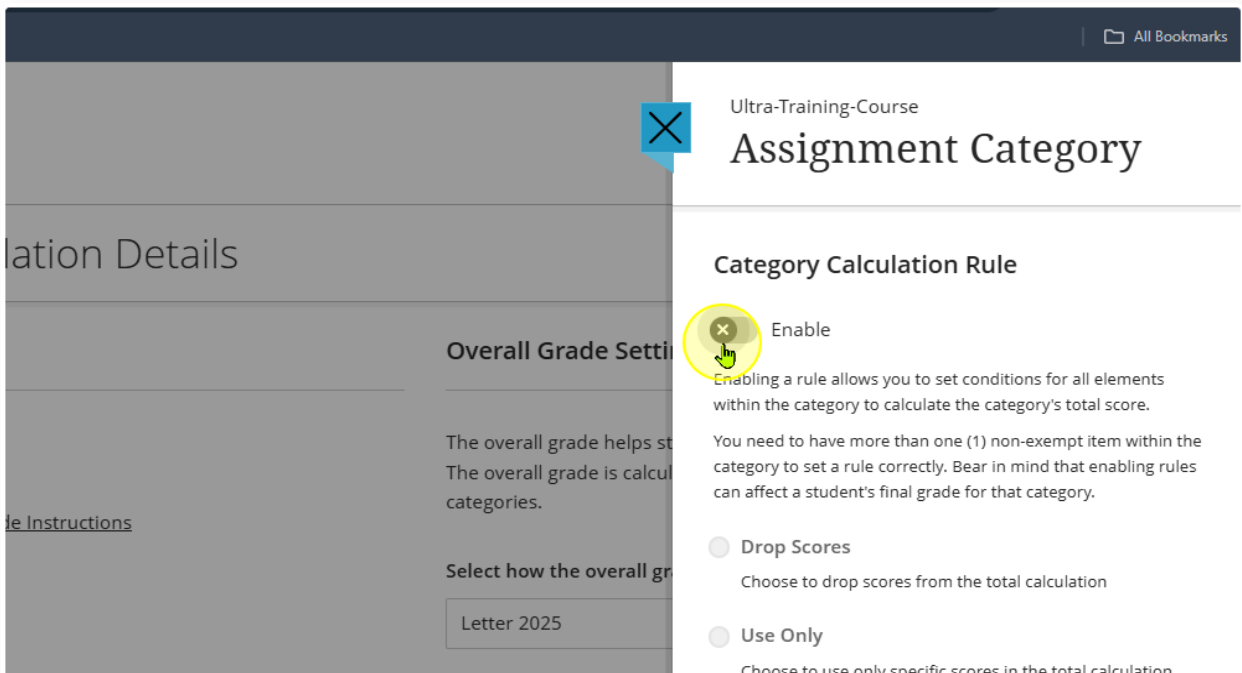


Dropping Scores with a Points Overall Grade

- 1 Go to the Category where you want to drop scores, then click "Edit calculation rules".



- 2 Click on the "X" to the left of enable.



3 Click the circle to the left of "Drop Scores".

Category Calculation Rule

Enable

Enabling a rule allows you to set conditions for all elements within the category to calculate the category's total score. You need to have more than one (1) non-exempt item within the category to set a rule correctly. Bear in mind that enabling rules can affect a student's final grade for that category.

Drop Scores
Choose to drop scores from the total calculation

Use Only
Choose to use only specific scores in the total calculation

4 Click inside the box to the right of either lowest or highest scores and type in the amount of scores that you want to drop.

Category Calculation Rule

Enable

Enabling a rule allows you to set conditions for all elements within the category to calculate the category's total score. You need to have more than one (1) non-exempt item within the category to set a rule correctly. Bear in mind that enabling rules can affect a student's final grade for that category.

Drop Scores
Choose to drop scores from the total calculation

Drop lowest scores

Drop highest scores

Use Only
Choose to use only specific scores in the total calculation

5 Click "Continue".

The screenshot shows a configuration window for grade calculation. On the left, there is a list of categories with values: 330, 225, 220, and 15. Each category has a 'Show to students' checkbox and a dropdown arrow. The 'Show to students' checkbox for the 330 category is checked. In the center, there is a dropdown menu labeled 'Select how the overall grade is displayed' with 'Letter 2025' selected. On the right, there are two radio button options: 'Drop Scores' (selected) and 'Use Only'. Under 'Drop Scores', there are two sub-options: 'Drop 1 lowest scores' and 'Drop 0 highest scores'. At the bottom right, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a yellow circle.

6 Click "Save".

This screenshot shows the same configuration window as above, but with the 'Save' button highlighted with a yellow circle. The 'Drop Scores' option is still selected, and the 'Continue' button is no longer visible. A help icon (question mark in a circle) is now visible in the bottom right corner of the configuration area.