How to Drop the Lowest Grade from a Category

Go to **Admin Gear** and click **Gradebook setup**.

Click **Edit**, then **Edit Settings** for the category you want to drop the lowest grade from. In this example, I am dropping the lowest grade from the Quizzes category.

Graphical user interface, application



In the **Grade Category** section, click **Show more**.

Graphical user interface, text, application



At **Drop the lowest** enter “1”.

Graphical user interface, text, application



Click **Save Changes**.

One or more grades can be dropped from a single or multiple categories. (Example: drop the lowest quiz **and** assignment grade.)