Drop High/Low Grade

You may wish to drop the highest or lowest grade in a category. You must weight categories to do this. All categories combined MUST EQUAL 100 total weight. Follow the instructions below. Please note if you do this in the middle of the year, it will affect the grade calculation for prior quarters and grade changes could possibly occur.

1. Click Options.
2. Click the Categories Tab.
3. Make sure the desired Class is selected in the drop down menu.
4. Click Edit next to the desired category
5. Enter the number of assignments that you want to drop