Weighting and Dropping the Lowest Score for Each Student

Weighted columns allow weighting of grades and are useful for dropping grades. You can drop the lowest score from either an entire category or a single column, or a group of columns. You can also drop as many low scores as you wish.

To set up a weighted column:

1. Click Add Calculated Column and choose Weighted from the drop down menu.
To weight by individual grades or categories:

1. Select the columns and/or categories to include in the weighted grade, then set the weight percentages.

2. Under Columns to Select, click on the column name which you would like to weigh.

3. Click the small right arrow located next to the column names or categories to move the columns to the Selected Columns area. Repeat this until you have all your desired columns included.

4. Chose your options if you want to include the columns or categories in the grade center calculations and allow your students to see the grades in the MY GRADES feature.

5. Enter the information in Column Information in the same way as setting up a grade column.
Enter the weight (represented as a percent) that you would like each selected column to represent. (You can remove columns by clicking the red "x" on the right side.) The weighted columns should add up to 100%.

Choose the selection Calculate as a Running Total so the grade center will ONLY calculate grades that have been graded.

Click Submit and your new weighted column will appear in Grade Center.

Dropping the lowest grade;

You can ONLY drop the lowest grade from a category, using Weight by Category. The lower part of the Weight by Category screen allows you to either drop "x" number of high or lower grades, or to use only the highest or lowest value in the calculation.

Notice there is no dropping the lowest grade choice from single columns. To drop the lowest grade from a single column you must make that column name a category all by itself.

Notice this is a category and shows the options of dropping the lowest or highest grades or use only the lowest or highest value to calculate.

Click the radio button next to "Lowest value to calculate" or "Highest value to calculate." (Note that this drops all other scores in the category, except the highest or lowest grade.

In order to drop either the highest or the lowest grade, enter the number of high or low grades to drop. If you only want to drop the SINGLE lowest grade, enter a "1"