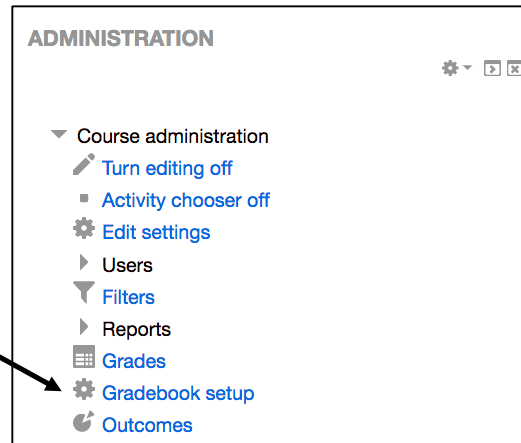


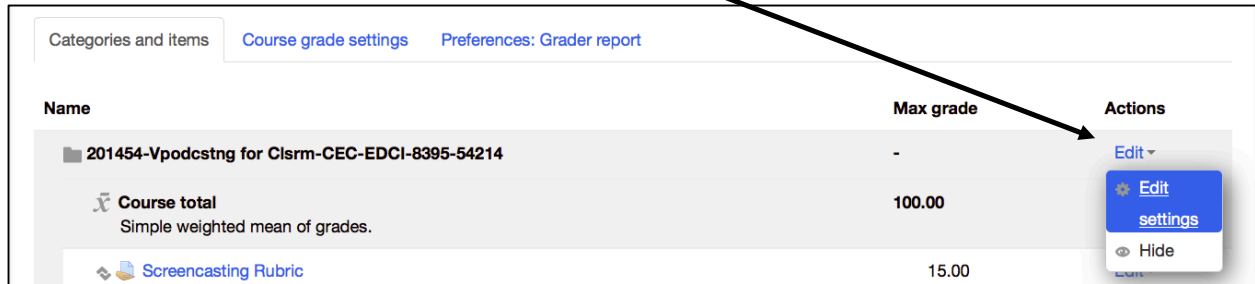
Dropping the lowest grade in Natural or Simple weighted means of grades

To drop the lowest grade in Natural or Simple weighted means of grades (no categories) in a gradebook, follow these steps.

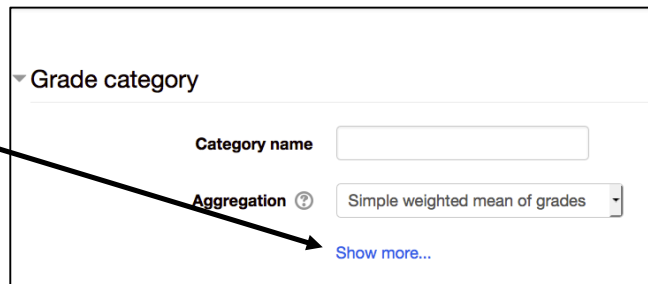
1. Locate the Administration block and click on the Gradebook Setup.



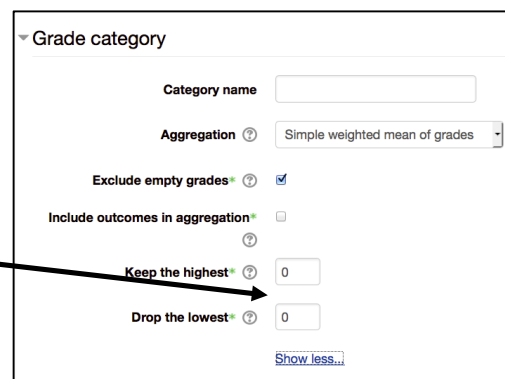
2. Click on **Edit>Edit settings** on the 1st edit button in the column, directly under **Actions**.



3. Click **Show more** under **Aggregation**.



4. Enter the number of the lowest scores to be dropped. **Example:** If the lowest score within the gradebook is to be dropped (regardless of whether it is an assignment, forum discussion, or exam, enter "1").



Scroll to the bottom of the page and **Save changes**.