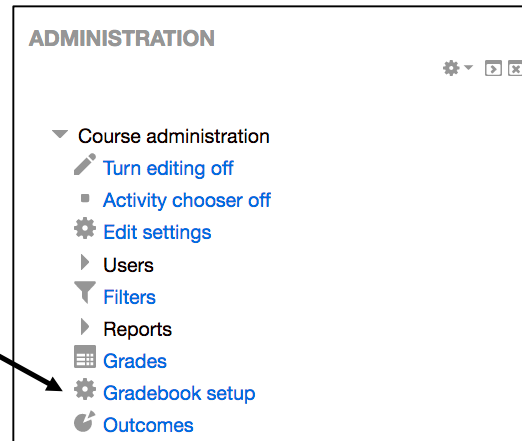


Dropping the lowest grade in Natural or Simple weighted means of grades

To drop the lowest grade in a category in Weighted means of grades within the gradebook, follow these steps.

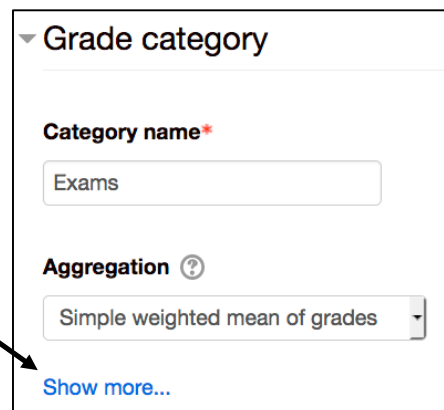
1. Locate the Administration block and click on the Gradebook Setup.



2. In Categories and items, select the category where you wish to drop the lowest score. Click on **Edit>Edit settings** button for that category. Be sure you click on the Edit button for the folder.



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



4. Enter the number of the lowest number of scores to be dropped.
Example: If the lowest score within the exam category is to be dropped, enter “1”.

Grade category

Category name*
Exams

Aggregation ?
Simple weighted mean of grades

Exclude empty grades* ?

Include outcomes in aggregation* ?

Keep the highest* ?
0

Drop the lowest* ?
0

[Show less...](#)

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

5. When you return to the Gradebook setup, you will now see that the lowest score in the Exam category will be dropped.

 Exams	40.0	-	Edit ▾	All / None
 Exams total		100.00	Edit ▾	
Simple weighted mean of grades. Drop 1 lowest values.				