
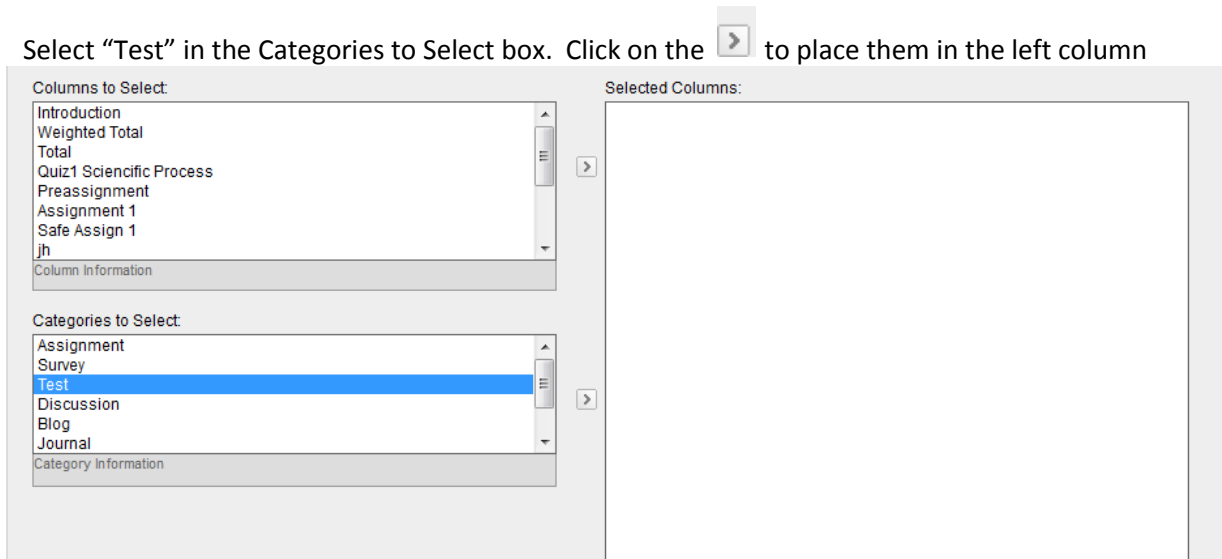


## How to drop a quiz grade?

1. Click on “Grade Center” in the blue **Course Management Area** on the bottom left of your Blackboard course screen to expand the options there
2. Select “Full Grade Center”
3. Make sure all your quiz columns are organized into a category called Tests.
  - a. Click on the chevron to the right of each column and select “Edit Column Information”
  - b. Select “Test” from the drop down menu for Category
  - c. Click “Submit”
4. Click “Create Calculated Column” and choose the column type “Total Column”
5. Complete the short form for the column
  - a. Column Name: the name students will see for the column
  - b. Grade Center Display Name: may be an abbreviated name for your use only in the grade center
  - c. Description: optional and for your reference only
  - d. Primary Display Options: Percentage (default)
  - e. Secondary Display Options: none (default)
6. In Box 3 select “Columns and Categories”
7. Select “Test” in the Categories to Select box. Click on the  to place them in the left column



The screenshot displays the Blackboard interface for managing columns and categories. It features two main sections: "Columns to Select" and "Categories to Select".

**Columns to Select:** This section contains a list of columns including Introduction, Weighted Total, Total, Quiz1 Scientific Process, Preassignment, Assignment 1, Safe Assign 1, and jh. A chevron icon is visible to the right of the list.

**Categories to Select:** This section contains a list of categories including Assignment, Survey, Test, Discussion, Blog, and Journal. The "Test" category is highlighted in blue. A chevron icon is visible to the right of the list.

**Selected Columns:** This section is currently empty, with a large arrow button pointing to the right, indicating that items can be moved from the "Columns to Select" or "Categories to Select" sections into this area.

8. Drop Grades in the default. Place the number of how many tests you want to drop. (If you want to drop the lowest quiz place a "1" in

Drop  Lowest Grades

Selected Columns:

**Category: Test** ✕

Drop Grades **OR**  Use only the

Drop  Highest Grades  Lowest Value to Calculate

Drop  Lowest Grades  Highest Value to Calculate

9. Click "Submit"