

# Dropping Grades in a Blackboard Grade Center

## Dropping individual grades in a points or category-based grade center

1. In the main grade center view, locate the cell containing the grade to be dropped.
2. Click on the contextual menu arrow in the cell containing the grade.
3. Select "Exempt Grade" from the menu.

<input type="checkbox"/>	Student	Brooke	77.2123	55.00	50.00	100.00
<input type="checkbox"/>	Student	Darrell	86.55%(B)	93.00		
<input type="checkbox"/>	Student	Erica	72.88692%(C)	59.00		
<input type="checkbox"/>	Student	Francine	89.83334%(A)	100.00		
<input type="checkbox"/>	Student	Gerald	75.65168%(C)	59.00		

4. A round gray exempt icon ( ● ) will replace the grade in the cell.
5. To reverse the exemption, click on the contextual menu arrow again and select Clear Exemption.

## Dropping the lowest or highest grade(s) within a category in a category-based grade center

1. In the grade center, locate the column with the final course grade calculation; the default name is "Weighted Total" but the college or instructor may have created a custom name.
2. Click on the contextual menu arrow in the column's header and select "Edit Column Information".
3. On the "Edit Weighted Column" page, locate the SELECT COLUMNS section and the category from which the lowest or highest grade(s) will be dropped.
4. Make sure the "Drop Grades" radio button is selected, then insert the number of highest or lowest grades to be dropped in the appropriate field below the button. If both fields are left blank, no grades will be dropped.

\* 10 % Category: Test

Weight Columns:  Equally  Proportionally

Drop Grades

Drop  Highest Grades

Drop  Lowest Grades

OR

Use only the  Lowest Value to Calculate

Use only the  Highest Value to Calculate

5. Click Submit at the top or bottom of the page to save the new setting.

## Dropping a grade from all students' grades

Instructors can choose to drop an entire column from all students' grades by excluding it from the final course grade calculation. This can be done either in the column's settings or by moving the column into the "No Category" category, which is automatically excluded from the calculations.

To exclude a column from the final grade calculation

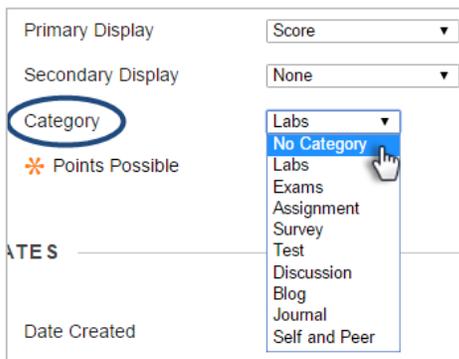
1. Locate the desired column in the main grade center view.
2. Click on the contextual menu arrow in the column's header and select "Edit Column Information".
3. Locate the OPTIONS section and change "Include this Column in Grade Center Calculations" to No.



4. Click Submit at the top or bottom of the page to save the new setting.

To move a column into the "No Category" category

1. Locate the desired column in the main grade center view.
2. Click on the contextual menu arrow in the column's header and select "Edit Column Information".
3. Locate the "Category" drop-down menu and change the selection to "No Category".



4. Click Submit at the top or bottom of the page to save the new setting.

To hide a dropped column from students or the instructor (optional)

1. To hide a dropped column from students, click the column's contextual menu arrow and select "Hide from Students (on/off)". An icon with a round gray circle and a red slash (🚫) will appear in the column's header.
2. To hide a dropped column from the instructor, click the column's contextual menu arrow and select "Hide from Instructor View".

\*NOTE: if columns are to be hidden from both students and the instructor, they must be hidden from the students first.