



PROVIDENCE
COLLEGE

How to Drop the Lowest Grade

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Dropping the Lowest Grades in Sakai Gradebook:

In Sakai Gradebook you may set it up so that it drops the lowest grade (or multiple grades) in any grading category. To do so, follow these steps:

1. Navigate to the course Gradebook and click the top tab labeled, “Settings”.

The screenshot shows the Sakai Gradebook interface. At the top, there is a navigation bar with tabs: Grades, Import / Export, Permissions, and Settings. The 'Settings' tab is highlighted with a red box. Below the navigation bar, there is a section for 'Add Gradebook Item' and a dropdown menu for 'All Sections/Groups'. The main area displays a table of student grades. The table has columns for 'Students', 'Course Grade', 'Written Assignment 2', 'Test 2', 'Test 1', and 'Tests Weighted'. The 'Students' column lists 'H., Adam (adam.h)' and 'Ryan (Student), Shonna (ryan_stu)'. The 'Course Grade' column shows 'B (80%)' and 'C (76%)'. The 'Written Assignment 2' column shows '85'. The 'Test 2' column shows '90'. The 'Test 1' column is empty. The 'Tests Weighted' column is empty.

2. Select the section labeled, “Categories and Weighting”.

The screenshot shows the 'Settings' page in the Sakai Gradebook. The 'Settings' tab is selected. Below the navigation bar, there is a section for 'Settings' with four options: 'Grade Entry', 'Grade Release Rules', 'Categories & Weighting', and 'Grading Schema'. The 'Categories & Weighting' option is highlighted with a red box. At the bottom of the page, there are two buttons: 'Save Changes' and 'Cancel'.

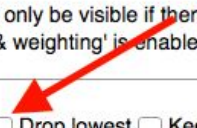
3. Check off the box labeled “Drop lowest”.

Categories & Weighting

No categories
 Categories only
 Categories & weighting

A category will only be visible if there is at least one Gradebook item assigned to it.
If 'Categories & weighting' is enabled, uncategorized items will not be counted toward the course grade.

Drop highest Drop lowest Keep highest



4. Now a new column will appear next to each grading category. In this column you can enter how many grades you would like to have dropped.

	Category	%	Extra Credit	Gradebook Items	Drop Lowest	Remove
☰	Tests	30	<input type="checkbox"/>	3 items(s)	1	Remove
☰	Written Assignments	30	<input type="checkbox"/>	2 items(s)	0	Remove
☰	Participation	10	<input type="checkbox"/>	1 items(s)	0	Remove
☰	Oral Presentations	20	<input type="checkbox"/>	2 items(s)	0	Remove
☰	Forums	10	<input type="checkbox"/>	1 items(s)	0	Remove
Total:	100%					

4. Once you are done scroll down and click “Save changes”. You will see a message on the screen indicating that the changes have been successfully saved.