Drop the Lowest Score

Blackboard allows instructors to create a column that automatically drops the lowest grade in a category. For example, you may have 5 exams in your class but only want to include the top 4 scores in total calculations.

1. **From the Control Panel, select the full grade center by clicking on the chevron next to Grade Center.**

2. **Click the Create Calculated Column button and select the Total Column option from the menu.**
3. In Section 1 of the *Create Total Column* screen, enter a name such as “Test Scores” for the Column Name. For the description (optional), enter “Drop the lowest score.”
4. **Select Score for Primary Display**

   ![Create Total Column](image)

   - In Section 3, select grade columns to be included in the Test Scores column. To do this, click the button next to Selected Columns and Categories.

   ![Select Columns](image)
6. Locate *Categories to Select*, click on *Test* and, using the chevron to the right of the box, move into the *Selected Columns* box. The category *Test* will appear on the right side of the screen with options (see #7 below).

7. To drop the lowest grade select the radial next to *Drop Grades*, enter the number of lowest scores you want to drop in the blank for *Drop Lowest Grades*.

8. Below the gray box, select “no” in the *Calculate as Running Total* section.

NOTE: It doesn’t matter what the category is named, but all scores **MUST** be in the **SAME** category in order to drop a score.
9. In Section 4 (options) select “yes” to *Include this Column in Grade Center Calculations*. If you would like the students to see this column select “yes” in the *Show this Column to Students* row. Select “no” for *Show Statistics for this column to Students in My Grades* row.

<table>
<thead>
<tr>
<th>Options</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include this Column in Grade Center Calculations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show this Column to Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Statistics (average and median) for this column to Students in My Grades</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Click **Submit**. The *Test Scores* column now shows the total of the tests with the lowest score dropped. The *Total* column grade should now reflect a different score than the *Test Scores* column.
11. To modify the *Total Column* to include the calculated total of the tests go to the full grade center and find the *Total Column* and click the menu chevron. Then click *Edit Column Information*. 
12. In Section 1 choose what the student should see for Primary and Secondary Display (secondary display is optional).

**Edit Total Column**

* Indicates a required field.

### 1. Column Information

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Center Name</td>
<td></td>
</tr>
</tbody>
</table>

Displays as the column header in the Grade Center. Cannot exceed 15 characters.

**Description**

The unweighted sum of all grades for a user.

* Field: body

**Primary Display**

Score

Calculated grades display in this format in both the Grade Center and My Grades.

**Secondary Display**

Letter

This display option is shown in the Grade Center only.
13. In Section 3 click the button next to **Selected Columns and Categories**. Then in **Columns to Select**, click on **Test Scores** and click on the arrow to the right to add this column. The column **Test Scores** will appear in the right panel.

14. Select “YES” to **Calculate as Running Total**

**NOTE:** Unless the course only uses test scores, other columns or categories will need to be selected to obtain a true total course score.
15. In Section 4 select display options. In the row *Include this Column in Grade Center Calculation*, select “Yes”. In the row Show this Column to Students, select “Yes.” In the row Show Statistics for this column to Students in My Grades, select “Yes” or “No.”

16. Click Submit The information from the *Test Scores* column has now been added to the *Total* column.