

# Blackboard's Gradebook: Settings & Setup

## Dropping the Lowest Grade in the Gradebook

By using the weighted totals feature in the Gradebook, you can drop the lowest grade and Blackboard excludes that grade from the final running total. Unfortunately, Blackboard does not automatically drop the lowest grade. You will have to go in and "reset" the lowest grade so Blackboard thinks that that grade has not been submitted.

### Set up The Running Weighted Totals Column

1. From the Gradebook, click on the column "**Weighted Total**" link at the far right side of the Gradebook.



2. Click on **Item Information**.
3. Click the **Yes** button next to "Exempt items that have not been graded."

Exempt items that have not been graded  Yes  No

*(Exempting items that have not been graded will make this a running total.)*

4. Click **Submit** at the bottom of the page.
5. Return to the Gradebook. Your last column should now say "Running Weighted Total."

### Drop the Grade

1. Starting with the first student, determine which grade is the lowest and then click on that grade (it should be a link).

<u>Quiz 1</u>	<u>Quiz 2</u>	<u>Quiz 3</u>	<u>Quiz 4</u>	<u>Quiz 5</u>	<u>Final</u>
Quiz	Quiz	Quiz	Quiz	Quiz	Final Exam
Pts Possible 10	Pts Possible 10	Pts Possible 10	Pts Possible 10	Pts Possible 10	Pts Possible 100
Weight 10 %	Weight 10 %	Weight 10 %	Weight 10 %	Weight 10 %	Weight 50 %
-	-	-	-	-	-
<u>5</u>	<u>8</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>95</u>

1. The Modify Grade page appears. On the far right side, click on the  button.

1. The grade is clear. **Do not** put a zero in the gradebook. A zero will tell the Gradebook that the score was zero and include that zero in the final grade. Clearing the attempt tells the Gradebook that this grade has not been entered and therefore ignores it.

If you are dropping the two lowest grades, repeat this process for each grade.