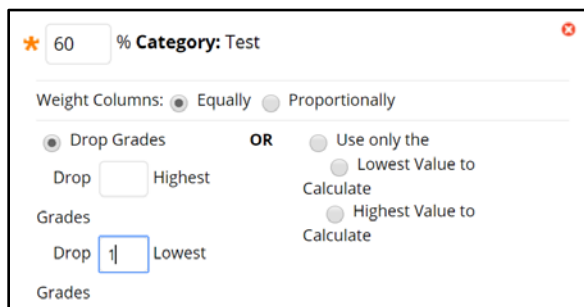


Dropping the Lowest Grade in a Category

1. Navigate to <https://blackboard.towson.edu/>.
2. Enter the desired course.
3. In the left-hand menu, click **Grade Center**.
4. Select **Full Grade Center**.
5. Locate your **Weighted Total Column**, click the drop-down arrow and select **Edit Column Information**.
6. Scroll down to **Select Columns**, and locate the category where you want to drop the lowest grade.
Please note: If you do not have any selected columns, select them, and click the arrow to the right.
7. In that section, enter the number of lowest grades you want dropped.



The screenshot shows a dialog box titled "% Category: Test" with a close button in the top right corner. At the top left, there is a star icon and a text input field containing "60". Below this, there are two radio buttons for "Weight Columns": "Equally" (selected) and "Proportionally". Underneath, there are two main options separated by "OR": "Drop Grades" (selected) and "Use only the Calculate". Under "Drop Grades", there are two sub-options: "Drop [] Highest Grades" and "Drop [1] Lowest Grades", where the input field for "1" is highlighted with a blue border. Under "Use only the Calculate", there are two sub-options: "Lowest Value to Calculate" and "Highest Value to Calculate".

Figure 1

8. **Submit.**