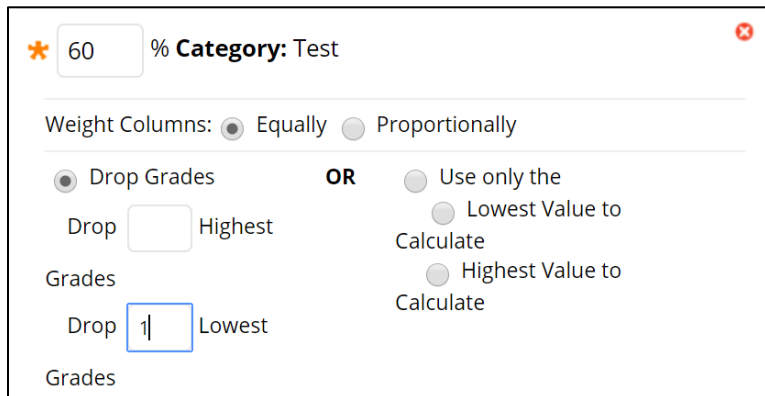


## Dropping the Lowest Grade

### *Dropping the Lowest Grade in a Category*

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter the desired course
4. In the left hand menu, click **Grade Center**, then **Full Grade Center**
5. Locate your **Weighted Total Column**
6. Click the drop down arrow and select **Edit Column Information**
7. Scroll down to the **Select Columns and Categories** header
8. Locate the category where you want to drop the lowest grade. If it is still in the **Columns to Select** box, be sure to click on it to select it, then move it over to the **Selected Columns** box using the right arrow button
9. In the section for **Drop Grades**, enter the number of lowest grades you want dropped
10. Click **Submit**



\* 60 % **Category: Test** ✕

Weight Columns:  Equally  Proportionally

Drop Grades **OR**  Use only the

Drop  Highest  Lowest Value to Calculate

Grades  Highest Value to Calculate

Drop  Lowest

Grades

Figure 1