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

Figure 1