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.

   Figure 1

8. Submit.