

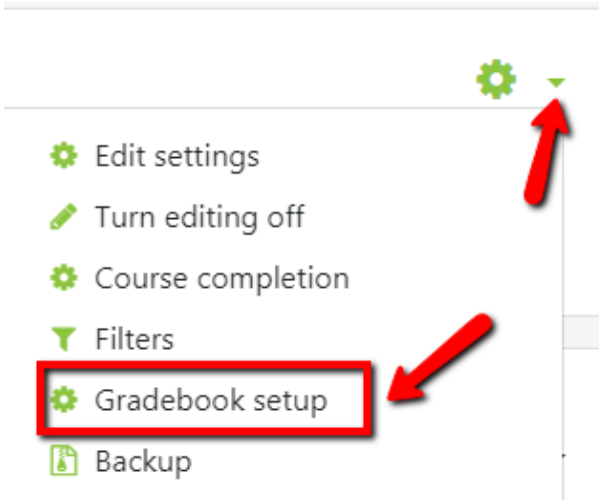
Drop the Lowest Grade in OnCourse Gradebook

How can I drop the lowest grade in a category in the OnCourse Gradebook?

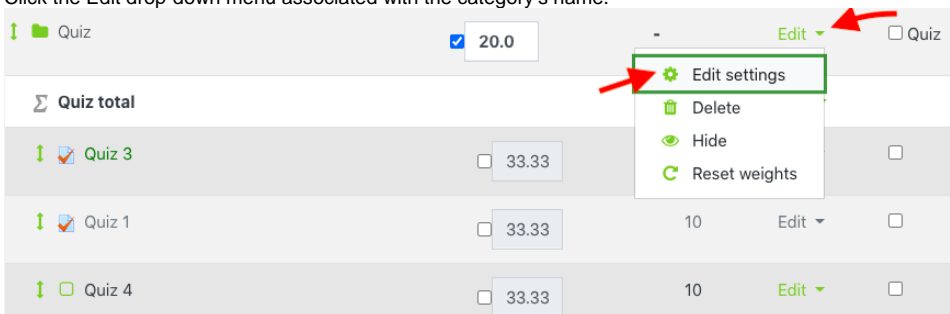
Step-by-step guide

One or more grades can be dropped from the gradebook

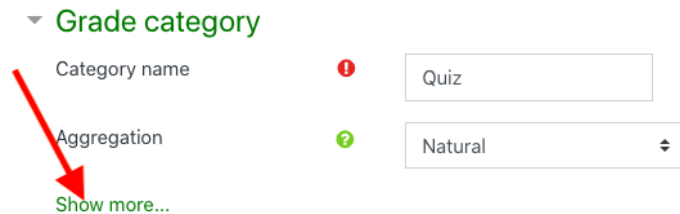
1. Log in to OnCourse at oncourse.fredonia.edu
2. Access the course the gradebook resides in
3. Locate the green gear icon on the upper right hand side of the page. Click on the drop-down menu and click the Gradebook Setup link.



4. Locate the category that contains the grades to be dropped.
5. Click the Edit drop-down menu associated with the category's name.



6. Choose **Edit Settings**.



7. In the "Grade category" section click the "Show more" link.
8. In the Drop the lowest" field enter the number of grades to be dropped for that category.
9. Press **Save Changes**.

HINTS

In the "Natural" gradebook, dropping a grade is only available if:

- All assignments in the category have an equal max grade.
- There are no sub categories in the category.
- There are no extra credit items in the category.

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