

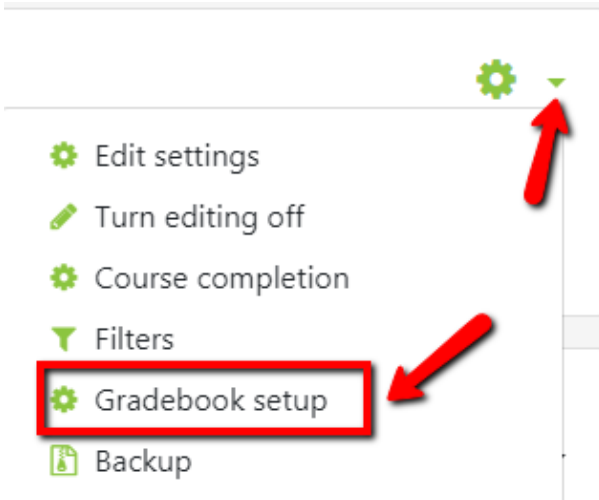
# Drop the Lowest Grade in OnCourse Gradebook

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

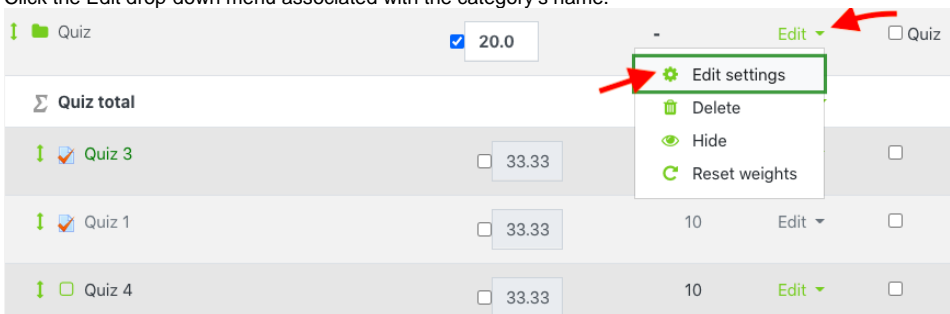
## Step-by-step guide

One or more grades can be dropped from the gradebook

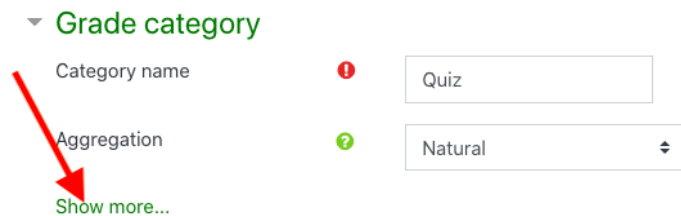
1. Log in to OnCourse at [oncourse.fredonia.edu](http://oncourse.fredonia.edu)
2. Access the course the gradebook resides in
3. Locate the green gear icon on the upper right hand side of the page. Click on the drop-down menu and click the Gradebook Setup link.



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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