Dropping Lowest Score from a Total Column

MATC | SUPPORT eLearning

<div style="background: orange">**Grade Center**</div>

Through a simple 4-step process, instructors can automate their Grade Center to evaluate and drop a student's lowest grade from a series of quizzes, tests, or assignments and re-calculate a new total grade that accounts for this change.

Step 1: Create a New Grade Center Category

In this step, you must create a new category which you will apply to like items (i.e. quizzes) that you want to evaluate and calculate point values from.

1. In the **FULL GRADE CENTER** roll your mouse over the **MANAGE** button and select **CATEGORIES** from the drop-down menu.

2. On the **CATEGORIES** page, click the **CREATE NEW CATEGORY** button.

3. On the **CREATE CATEGORY** page, give this new category a logical name and a description. In this example, I have created a category called "Best-3-Tests", which will be used to identify 4 tests and drop the lowest from the set. Click **SUBMIT** when you are done.

STEP 2: Organize and Assign Items to the New Category

1. In the **FULL GRADE CENTER**, roll your mouse over the **MANAGE** button. This time, select the **COLUMN ORGANIZATION** link from the pop-up menu.

2. On the **COLUMN ORGANIZATION** page, scroll down to the **NOT IN A GRADING PERIOD** section.

   For each column you want to add to the new category, **CHECK** the **CHECKBOX** next to the column's name.

   Then, roll your mouse over **the CHANGE CATEGORY TO** menu and select the category you created in the first step.

3. Click **SUBMIT** to save and apply your changes to the selected columns.
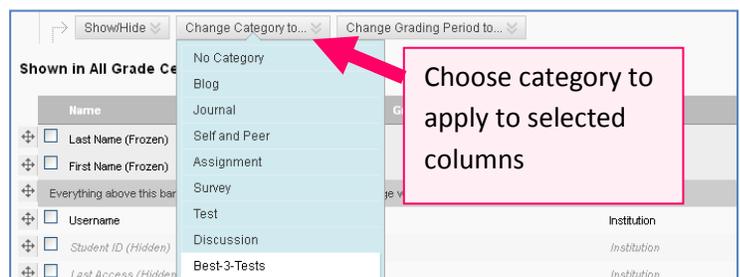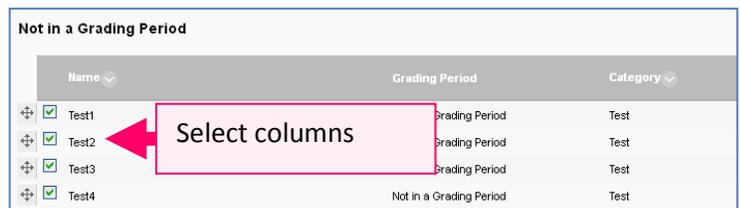
Step 3: Create a New Calculated Column

In this step, you will create a new, calculated column to calculate the score for your categorized items and drop the lowest scoring item.

1. In the **FULL GRADE CENTER**, roll your mouse over the **CREATE CALCULATED COLUMN** button and select **TOTAL COLUMN** from the drop-down menu.

2. On the **CREATE TOTAL COLUMN** page, give the column a name and description. Then scroll down to the part of the form called **SELECT COLUMNS.** Click the **SELECTED COLUMNS AND CATEGORIES** radio button.

3. A column and category picking tool will appear. In the **CATEGORIES TO SELECT** field, select just the category you applied to your columns in step 2. Click the gray arrow to move it to the **SELECTED** pane.

4. In the **SELECTED COLUMNS** pane, under your category, there will be an area to indicate settings for dropping grades. Make sure that the **DROP GRADES** radio button is selected and **TYPE** a **1** in the **LOWEST GRADES** text-box.
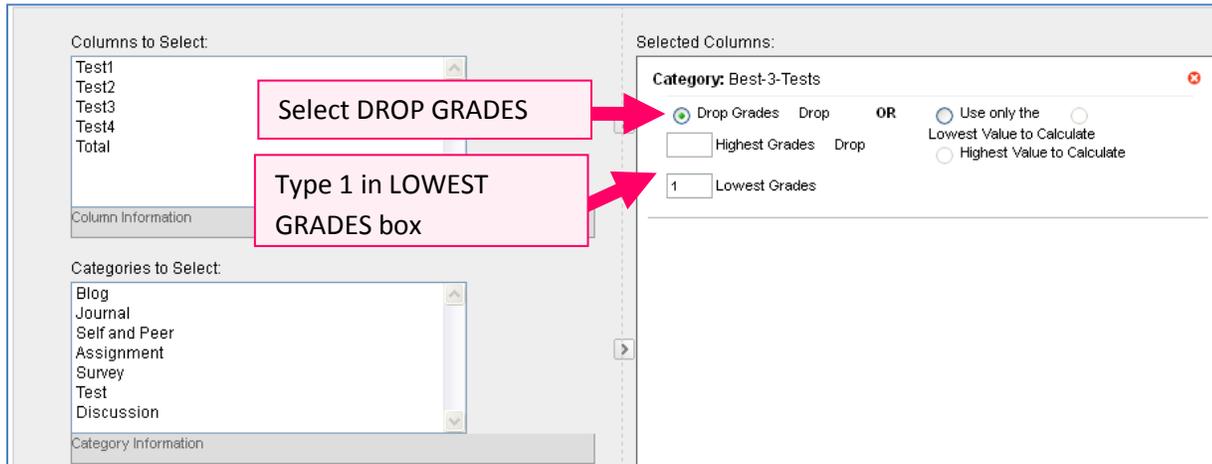
5. Next, scroll down to where you see the words **CALCULATE AS RUNNING TOTAL.**

If you would like to include missing or non-graded items in this total, select **NO**. Missing or non-graded items will be calculated as if they are worth **0 points**.

If you would like to exclude missing or non-graded items from the total, select **YES**. These items will not count towards this total.

6. When you are done, click **SUBMIT.** A new column calculating the sum of the categorized columns by the, less the lowest score, will be created.

Step 4: Adjust Your Overall Total Column

In this step, you must adjust your course's **overall total** column to account for the changes you have made in the past steps, so that a final course grade is accurately calculated.

1. Return to your **FULL GRADE CENTER** and locate the column labeled as **TOTAL**.

2. Roll your mouse over the head of the **TOTAL** column and click the gray arrow button ⌄ that appears. From the context menu that appears, select **EDIT COLUMN INFORMATION**.

Last Name	First Name	Test1	Test2	Test3	Test4	✓Total	Best 3 Tests
Asterisk	Annie	100.00	95.00	90.00	87.00	372.00	
Bracket	Brett	85.00	90.00	81.5			
Colon	Collin	90.00	82.00	98.0			
Spacebar	Sally	75.00	81.00	76.0			

Click **EDIT COLUMN INFORMATION**

- Quick Column Information
- Edit Column Information
- Column Statistics
- Sort Ascending
- Sort Descending
- Hide Column

3. You will be taken to the **EDIT COLUMN INFORMATION** page. Skip down to the section called **SELECT COLUMNS.**

7. Click the **SELECTED COLUMNS AND CATEGORIES** radio button.

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total ○ All Grade Columns
◉ Selected Columns and Categories ← Select this option

4. A column and category picking tool will appear. Under **COLUMNS TO SELECT**, select the new calculated total column you created in the previous steps. You may also select any of the other columns that will count towards the final grade to include them in this Total column calculation.

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total ○ All Grade Columns
◉ Selected Columns and Categories

Leave out the columns that your calculated column uses in its calculation!

Columns to Select:
Test1
Test2
Test3
Test4

Column Information

Categories to Select:
Blog
Journal
Self and Peer
Assignment

Selected Columns:
- Column: Best 3 Tests
- Column: Assignment 1
- Column: Assignment 2
- Column: Assignment 4
- Column: Assignment 3
- Column: Weekly Journal
- Column: Discussion 1

Include the calculated column that drops the lowest score

5. Next, scroll down to where you see the words **CALCULATE AS RUNNING TOTAL.** Indicate whether or not you want to include non-graded or items without grades in this running total.

Calculate as Running Total	○ Yes ● No
	*A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.*

6. When you are done, click **SUBMIT.**

7. You will be returned to you **FULL GRADE CENTER**.

- Your new *calculated column* (i.e. "Best-3-Tests") will display a cumulative point value, less the lowest graded item, from your categorized columns.

- The **Total** column will now reflect this change in calculation (i.e. "*Best-3-Tests*" is counted towards the final grade, not each individual test in the course).

Grade Information Bar	Total Grade | Possible: up to **900 (may vary by student)** | Total							Last Saved:December 4, 2012 11:53 AM
Last Name	**First Name**	**Best 3 Tests**	**Assignment 1**	**Assignment 2**	**Assignment 3**	**Assignment 4**	**Weekly Journal**	**Discussion 1**	✓**Total**
Asterisk	Annie	285.00	100.00	97.00	100.00	95.00	91.00	100.00	868.00
Bracket	Brett	256.50	78.00	81.00	87.00	84.00	80.00	100.00	766.50
Colon	Collin	270.00	90.00	78.00	81.00	81.00	75.00	95.00	770.00
Spacebar	Sally	232.00	85.00	50.00	98.00	0.00	96.00	75.00	6?.00
Selected Rows: 0									

Calculated column that drops lowest test score

Total column that sums the calculated column and other selected columns