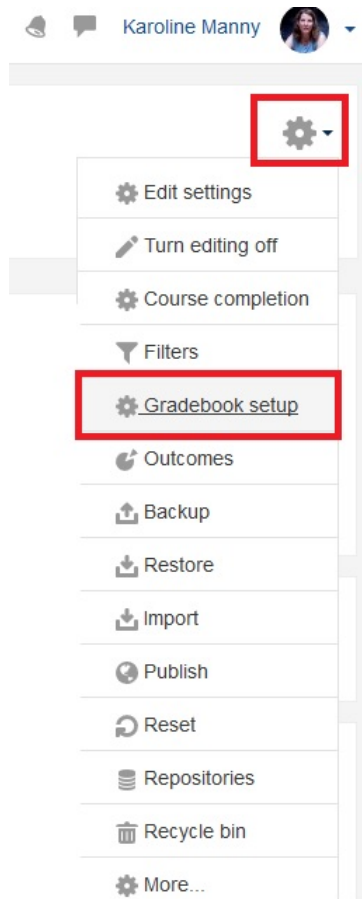


Dropping Lowest Quiz Grade(s)

1. In the course, find the **Gear icon** and choose **Gradebook Setup**



2. If there is not already a category called Quizzes, then you must create one. You can create a category by scrolling to the bottom and clicking **Add Category**. The screen below should appear. Type Quizzes into the **Category name** field. Next, change the aggregation method to *Weighted Mean of Grades* or *Natural* based on how your courses gradebook is configured. Finally, click **Save changes**.

Grade category

Category name* Quizzes

Aggregation ? Weighted mean of grades

Show more...

Category total

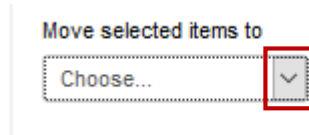
Parent category

Save changes Cancel

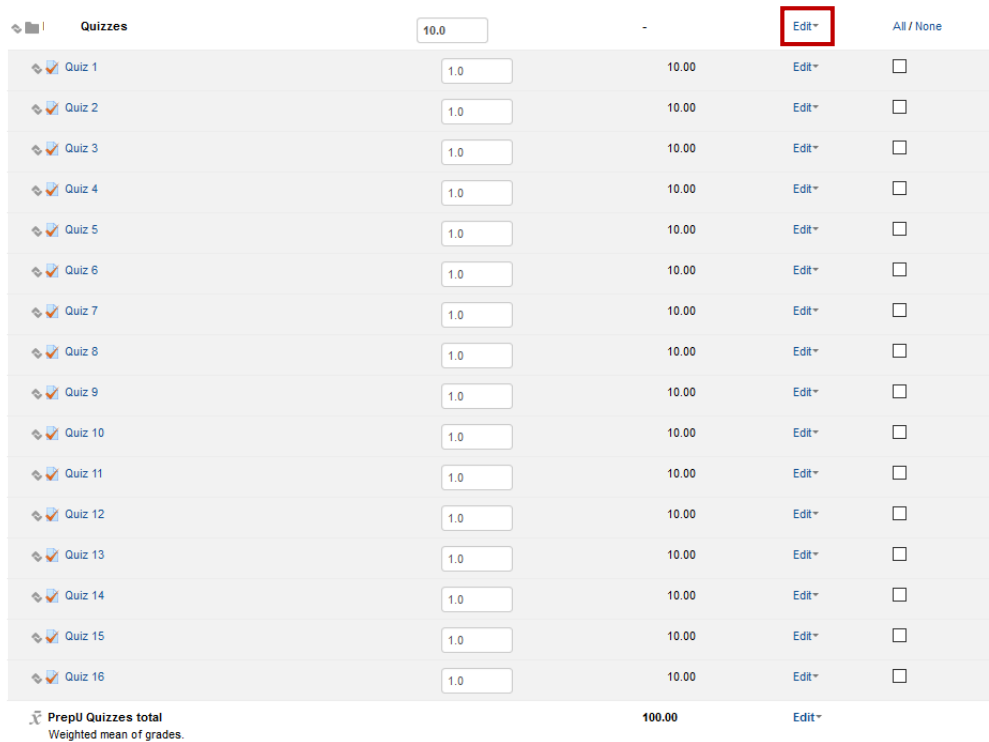
3. Once the category is created you need to ensure that all Quizzes are moved into that category. You can move all the quizzes at once by clicking the boxes located in the red box below. Select the quizzes you want to move and scroll to the bottom.

Moodle Dummy Shell		-	Edit ▾	All / None
Quiz 1	1.0	10.00	Edit ▾	<input checked="" type="checkbox"/>
Quiz 2	1.0	10.00	Edit ▾	<input checked="" type="checkbox"/>
Quiz 3	1.0	10.00	Edit ▾	<input checked="" type="checkbox"/>
Quiz 4	1.0	10.00	Edit ▾	<input checked="" type="checkbox"/>
Quiz 5	1.0	10.00	Edit ▾	<input checked="" type="checkbox"/>
Quiz 6	1.0	10.00	Edit ▾	<input type="checkbox"/>
Quiz 7	1.0	10.00	Edit ▾	<input type="checkbox"/>
Quiz 8	1.0	10.00	Edit ▾	<input type="checkbox"/>
Quiz 9	1.0	10.00	Edit ▾	<input type="checkbox"/>
Quiz 10	1.0	10.00	Edit ▾	<input type="checkbox"/>
Quiz 11	1.0	10.00	Edit ▾	<input type="checkbox"/>

4. At the bottom of the screen you should see the follow box. Click the arrow of this box and select the “Quizzes” category you just created. Quizzes often take a bit longer than expect to move, but they will move to the appropriate category. Be patient.



5. Now you should see the quizzes listed under the “Quizzes Category” you just created. On the Quizzes category row, find the **Edit** button located on right side of the screen. Click it, then click **Edit Settings**.



	10.0	-	Edit+	All / None
Quiz 1	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 2	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 3	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 4	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 5	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 6	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 7	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 8	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 9	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 10	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 11	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 12	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 13	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 14	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 15	1.0	10.00	Edit+	<input type="checkbox"/>
Quiz 16	1.0	10.00	Edit+	<input type="checkbox"/>
PrepU Quizzes total Weighted mean of grades.		100.00	Edit+	

6. You will then be directed to the page below. Find and click **Show more...**

Grade category

Category name* PrepU Quizzes

Aggregation ? Weighted mean of grades

Show more...

Category total

Parent category

Save changes Cancel

There are required fields in this form marked *.

The screen should appear as below. On this screen you should see **Drop the lowest**. If you wish to drop the lowest quiz type 1 into that box. If you wish to drop the lowest 2 type 2 into that box, etc. Finally, scroll to the bottom of that page and click **Save changes**.

Grade category

Category name* PrepU Quizzes

Aggregation ? Weighted mean of grades

Exclude empty grades* ?

Include outcomes in aggregation*

Drop the lowest* ? 0

Show less...

Category total

Parent category

Save changes Cancel