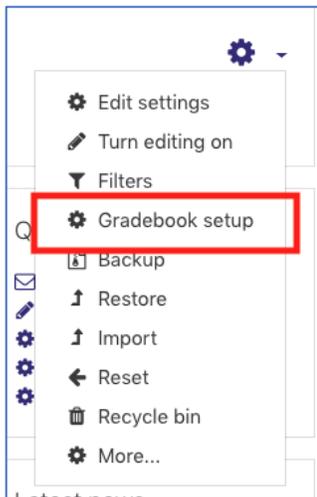


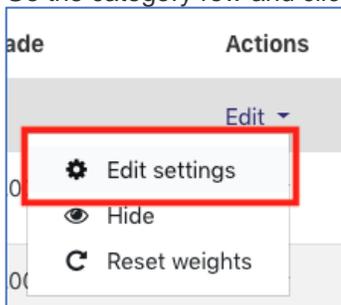
How to Drop the Lowest Grade(s) in Moodle

Moodle allows you to drop the lowest grade(s) from a category of activities/items in the gradebook. Follow the instructions below to begin this process.

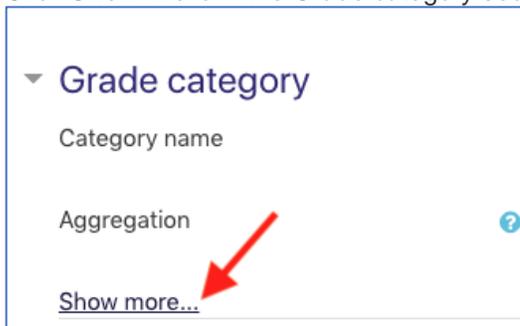
1. Navigate to the course homepage.
2. Click the gear icon in the upper right and select **Gradebook Setup**.



3. Go to the category row and click **Edit** then **Edit Settings** in the Actions Column.



4. Click **Show more** in the Grade category section.



5. Enter a value in the **Drop the Lowest** textbox and select **Save changes** at the bottom.

Drop the lowest

Show less...

Category total

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

Show more...

6. The category total adjusts and displays the sum of the included items. The category total line includes text indicating the dropping or keeping of X items.

Σ **Course total**
Drop 2 lowest values.

If you have any questions, submit a Help Desk ticket to iethelp@lsua.edu.