



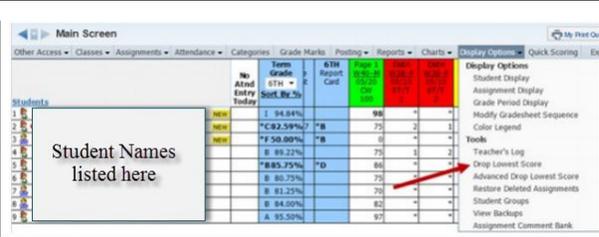
Skyward Attendance & Gradebook

Drop the Lowest Score in the Gradebook

How to Drop the Lowest Score in the Gradebook

In the class period you would like to allow for “Drop Lowest Score”, click on the **Display Options** tab, then select **Drop Lowest Score**.

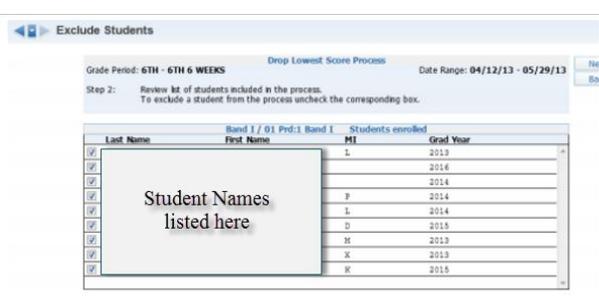
****Drop Lowest Score is a tool that automates the process of dropping students’ lowest assignment scores for a class.**



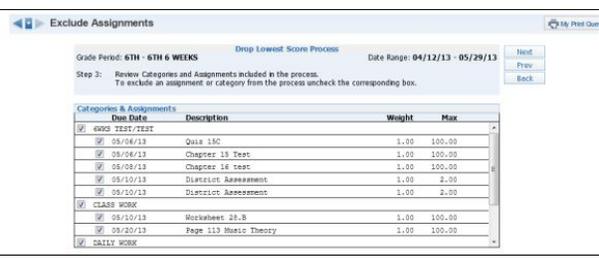
Choose the grading period you wish to process by clicking on **Drop Lowest Score**. Some grading periods are grayed out because the grading period is no longer open for grade entry.



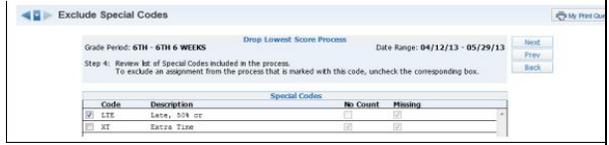
Verify the students who will be included when running Drop Lowest Score. If you want to exclude a student from this process, uncheck the box next to the student’s name. After reviewing the names, click **Next**.



Review the assignments that can be included in the Drop Lowest Score process. To exclude an assignment or category, uncheck the box next to it. If you uncheck a category, all assignments attached to that category will be unchecked. After excluding the assignments, click **Next**.



Determine whether assignments with **Special Codes** should be included in the Drop Lowest Score process. Click **Next** after verifying the Special Codes.



This screen displays the students and their assignments that will be dropped by the Drop Lowest Score process. You can exclude a student from the drop process by unchecking the box next to the student's name. After verifying the assignments that will be dropped, click **Process Drops**.



Grades that were dropped by this process are marked with an *AD in the score cell. **Scores will be dropped only if this will improve the student's grade.** The Drop Lowest Score Process does not continue to look for the lowest score after it has been run. If additional scores have been entered, **you can undo the Drop Lowest Score results and re-run the process to locate the current lowest score.**

