

Dropping the Lowest Score

InteGrade Pro can automatically drop the lowest score or scores from a group of tasks. If you change your mind, it can also restore the scores that you dropped.

Here is how you would drop the lowest score from a group of quizzes:

1. Go to Tasks, Drop/Restore Scores.
2. Check Drop Scores and click Next.
3. Select the students (usually ALL)
4. Select the Tasks. If you are using a weighted type gradebook, you can use the Filter to select only the quiz task type.
5. Select the number of tasks to drop.
6. Click Next.
7. Click Drop.

The dropped scores will show up on the spreadsheet as “Drop”.

To restore previously dropped scores, go to Tasks, Drop/Restore Scores and check Restore Previously Dropped Scores. Then click Next and follow the directions.