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Faculty: Drop the Lowest Score

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To drop the lowest score in a series of items, such as quizzes, you first need to create a category and move the items into it. To learn about creating categories, [this guide](#) describes how to set up your gradebook if you weight your grades, while [this guide](#) describes setting up your gradebook for straight points.

Important Notes

- If you have set your course up for "natural" (unweighted) grade aggregation, you can ONLY set drop the lowest score if ALL of the items in the category have the same point value. If the possible points differ, the drop the lowest and keep highest fields will be grayed out.
- If you are hoping to extend grace to students for missing a class session or two in an [Attendance](#) activity, you'll need to manage that manually within the Attendance link itself. The easiest way is to update the **Status set** (under **More**) so that the *Excused* status has the same point value as *Present*, then update a student's status to *Excused* in a session where they are currently marked *Absent*. (Contact CATL for assistance!)

To drop the lowest item in a category, we're actually going to recommend keeping the highest! See the explanation below the instructions.

1. Click on the **Cell actions** icon associated with the category name, then select **Edit category**.
2. In the **Keep the highest** field, enter the number of scores that you want Moodle to keep. In this example, there are 10 quizzes, so if I want Moodle to drop the lowest score, I'll enter 9 in this field, then **Save**.
3. After saving, a note is displayed alongside the category information indicating that the scores will be adjusted to keep the highest. This note will **not** appear in the student's grade view.

The image shows a sequence of three screenshots illustrating how to edit a category in a learning management system.

Top Screenshot: Category List

Category	Weight	Aggregation	Exclude empty grades
Quizzes (15%)	15%	Simple weighted mean of grades	Exclude empty grades

Below the category list, three quizzes are listed:

Quiz	Weight
Quiz 1	10.00
Quiz 2	10.00
Quiz 3	10.00

A red circle highlights the three-dot menu icon next to the category name.

Middle Screenshot: Edit category modal

The modal is titled "Edit category" and contains the following fields:

- Category name: Quizzes (15%)
- Aggregation: Simple weighted mean of grades
- ☒ Exclude empty grades
- Keep the highest: 0
- Drop the lowest: 0
- Grade type: Value
- Maximum grade: 15.00
- Minimum grade: 0.00
- ☐ Hidden
- ☐ Locked

Buttons at the bottom: Cancel, Save.

Bottom Screenshot: Updated Category List

Category	Weight	Aggregation	Exclude empty grades	Keep the highest
Quizzes (15%)	15%	Simple weighted mean of grades	Exclude empty grades	Keep the highest

Bonus Explanation

Why didn't we set the drop lowest option to one, since that's the desired effect?

When you use the "drop lowest" option, the lowest score will be dropped from the beginning of the term. Thus, a student may not perceive a problem with quiz scores (for instance) since a failed quiz won't be factored into the category total — not until a worse grade is achieved on a subsequent quiz.

By keeping the highest, all scores earned up until the last quiz is taken will be factored into the category total, giving students a more accurate view of their overall grade throughout the term.