Tools

- **Drop Lowest Score**
  This tool automates the process of dropping students’ lowest assignment score for a class. The teacher identifies the assignment categories, specific assignments, and/or students that should be included or excluded in the drop processing.

**Display Options ➔ Drop Lowest Score**

1. If you wish to exclude a student from this process, uncheck the box by the student’s name, and click **Next**.
2. Before processing, review the list of students and scores that will be dropped. To exclude a student from this process, uncheck the box beside their name. After verifying, click **Process Drops**.
3. Click Back to return to main Gradebook screen. Grades that were dropped are marked with a special code, **AD** (Automated Drop Score).

- **Advanced Drop Lowest Score**
  This tool allows for multiple assignment score drops within the same grade period. The dropping of assignment scores can be done from a single category or from multiple categories.

**Display Options ➔ Advanced Drop Lowest Score**

1. Choose the grading period you wish to process, and click **Drop Lowest Score**.
2. If you wish to exclude a student from this process, uncheck the box by the student’s name, and click Next.

3. Select the number of scores to drop during this run. Check only the assignments and/or categories that should be included in the drop process.
   - The selections made here are very important. If you wish to drop a score from one category and then drop another score from a different category you would run this process twice selecting 1 as the number of scores to drop. However, if you are dropping two assignments and they could be both from the same category you can select 2 as the number of scores to drop and run the process only once.

4. Before processing, review the list of students and scores that will be dropped. To exclude a student from this process, uncheck the box beside their name. After verifying, Click Process Drops.

5. Click Back to return to main Gradebook screen. Grades that were dropped are marked with a special code, *AD (Automated Drop Score).

• **Restore Deleted Assignments**
   This tool allows the teacher to view a listing of all deleted assignments for the selected class. If needed, the teacher can reinstate the assignments that were deleted. Student scores attached to this assignment will also be restored.

   **Display Options ➔ Restore Deleted Assignments**
   1. The Deleted Assignments screen displays all previously deleted assignments for the selected class.
   2. To restore, click Restore Assignment.
   3. Click Back to return to main Gradebook screen. The assignment and scores will have been reinstated.

• **Student Groups**
   This tool allows the teachers to divide students in their class into a maximum of ten possible groups based on separate learning and/or grading situations.

   **Display Options ➔ Student Groups**
   1. Name your groups and select the appropriate radio button under the correct group to assign the students and click Save.

   2. Assignments can be created for the student group that is currently being viewed. These will not show for other groups unless you create the assignment for all groups at once.