

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.

Drop Lowest Score Process		
Step 1: Select a grade period to run the Drop Lowest Score Process.		
The Drop Lowest Score Process will drop the assignment score that most negatively affects the student's overall grade.		
Grade Period	Date Range	Process Option
P1 - PROGRESS REPORT 1	08/22/11 - 09/09/11	Drop Lowest Score
T1 - TERM 1	08/22/11 - 09/23/11	Drop Lowest Score
P2 - PROGRESS REPORT 2	09/26/11 - 10/14/11	Drop Lowest Score
T2 - TERM 2	09/26/11 - 11/04/11	Drop Lowest Score
P3 - PROGRESS REPORT 3	11/07/11 - 12/02/11	Drop Lowest Score
T3 - TERM 3	11/07/11 - 12/16/11	Drop Lowest Score
P4 - PROGRESS REPORT 4	01/03/12 - 01/20/12	Drop Lowest Score
T4 - TERM 4	01/03/12 - 02/17/12	Drop Lowest Score
P5 - PROGRESS REPORT 5	02/20/12 - 03/09/12	Drop Lowest Score
T5 - TERM 5	02/20/12 - 04/13/12	Drop Lowest Score
P6 - PROGRESS REPORT 6	04/16/12 - 05/04/12	Drop Lowest Score
T6 - TERM 6	04/16/12 - 05/31/12	Drop Lowest Score

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. 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**.
4. 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.

Advanced Drop Lowest Score Process		
Step 1: Select a grade period to run the Advanced Drop Lowest Score Process.		
This process 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.		
Grade Period	Date Range	Process Option
P1 - PROGRESS REPORT 1	08/22/11 - 09/09/11	Advanced Drop Lowest Score
T1 - TERM 1	08/22/11 - 09/23/11	Advanced Drop Lowest Score
P2 - PROGRESS REPORT 2	09/26/11 - 10/14/11	Advanced Drop Lowest Score
T2 - TERM 2	09/26/11 - 11/04/11	Advanced Drop Lowest Score
P3 - PROGRESS REPORT 3	11/07/11 - 12/02/11	Advanced Drop Lowest Score
T3 - TERM 3	11/07/11 - 12/16/11	Advanced Drop Lowest Score
P4 - PROGRESS REPORT 4	01/03/12 - 01/20/12	Advanced Drop Lowest Score
T4 - TERM 4	01/03/12 - 02/17/12	Advanced Drop Lowest Score
P5 - PROGRESS REPORT 5	02/20/12 - 03/09/12	Advanced Drop Lowest Score
T5 - TERM 5	02/20/12 - 04/13/12	Advanced Drop Lowest Score
P6 - PROGRESS REPORT 6	04/16/12 - 05/04/12	Advanced Drop Lowest Score
T6 - TERM 6	04/16/12 - 05/31/12	Advanced Drop Lowest Score

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.

Students	Assign Students to Groups									
	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8	Group 9	Group 10
1. Alvarez, Mary M	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Chisholm, Rose D	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Crow, Andrew M	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. DeGador-Rodrigo, Seattle W	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Flores, Adam A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>