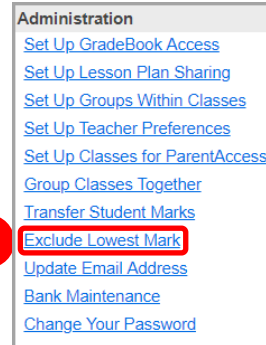


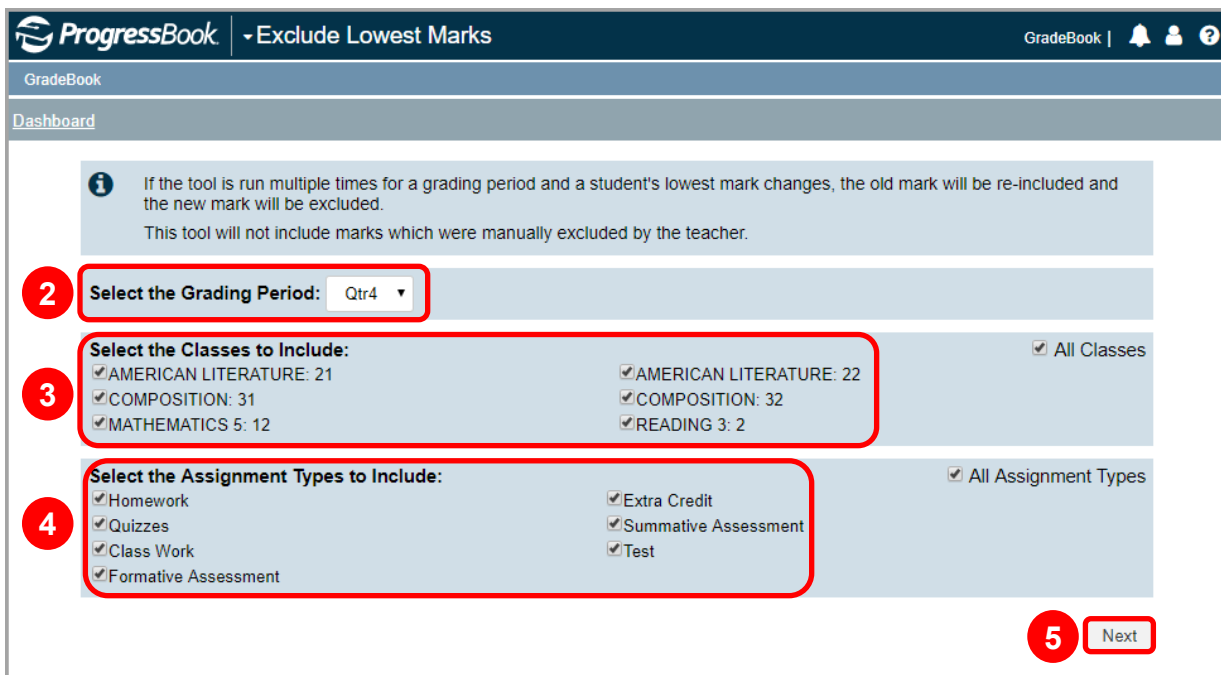
# Excluding Lowest Mark

(Traditional/Secondary Classes)


- 1 On the **Teacher Home Page**, below **Administration**, click **Exclude Lowest Mark**.

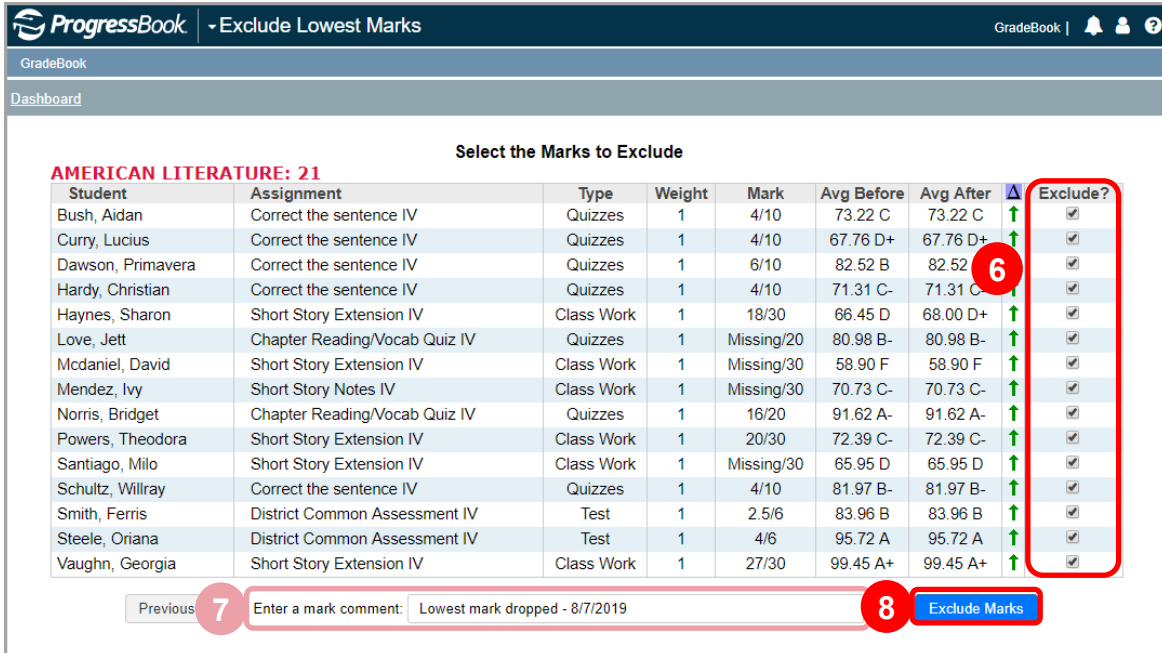


- 2 On the **Exclude Lowest Marks** screen, in the **Select the Grading Period** drop-down list, select the reporting period for which you want to drop lowest student marks.
- 3 In the **Select the Classes to Include** section, deselect any classes for which you do not want to drop lowest student marks. (**All Classes** is selected by default.)
- 4 In the **Select the Assignment Types to Include** section, deselect any assignment types you do not want to include in the calculation for lowest marks. (**All Assignment Types** is selected by default.)
- 5 Click **Next**.



















A grid for each class you selected displays on the screen. For each student, the assignment with the lowest mark displays along with the student average prior to exclusion and the student average after exclusion.


- 6 In the **Exclude?** column, deselect the checkbox(es) for any student(s) whose lowest marks you do not want to exclude. The  column contains symbols for each student (see chart at the bottom of this page).
- 7 (Optional) In the **Enter a mark comment** field, edit the text as desired.
- 8 Click **Exclude Marks**.









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Student	Assignment	Type	Weight	Mark	Avg Before	Avg After		Exclude?
Bush, Aidan	Correct the sentence IV	Quizzes	1	4/10	73.22 C	73.22 C		<input checked="" type="checkbox"/>
Curry, Lucius	Correct the sentence IV	Quizzes	1	4/10	67.76 D+	67.76 D+		<input checked="" type="checkbox"/>
Dawson, Primavera	Correct the sentence IV	Quizzes	1	6/10	82.52 B	82.52 B		<input checked="" type="checkbox"/>
Hardy, Christian	Correct the sentence IV	Quizzes	1	4/10	71.31 C-	71.31 C-		<input checked="" type="checkbox"/>
Haynes, Sharon	Short Story Extension IV	Class Work	1	18/30	66.45 D	68.00 D+		<input checked="" type="checkbox"/>
Love, Jett	Chapter Reading/Vocab Quiz IV	Quizzes	1	Missing/20	80.98 B-	80.98 B-		<input checked="" type="checkbox"/>
Mcdaniel, David	Short Story Extension IV	Class Work	1	Missing/30	58.90 F	58.90 F		<input checked="" type="checkbox"/>
Mendez, Ivy	Short Story Notes IV	Class Work	1	Missing/30	70.73 C-	70.73 C-		<input checked="" type="checkbox"/>
Norris, Bridget	Chapter Reading/Vocab Quiz IV	Quizzes	1	16/20	91.62 A-	91.62 A-		<input checked="" type="checkbox"/>
Powers, Theodora	Short Story Extension IV	Class Work	1	20/30	72.39 C-	72.39 C-		<input checked="" type="checkbox"/>
Santiago, Milo	Short Story Extension IV	Class Work	1	Missing/30	65.95 D	65.95 D		<input checked="" type="checkbox"/>
Schultz, Willray	Correct the sentence IV	Quizzes	1	4/10	81.97 B-	81.97 B-		<input checked="" type="checkbox"/>
Smith, Ferris	District Common Assessment IV	Test	1	2.5/6	83.96 B	83.96 B		<input checked="" type="checkbox"/>
Steele, Oriana	District Common Assessment IV	Test	1	4/6	95.72 A	95.72 A		<input checked="" type="checkbox"/>
Vaughn, Georgia	Short Story Extension IV	Class Work	1	27/30	99.45 A+	99.45 A+		<input checked="" type="checkbox"/>

Previous  Exclude Marks

A confirmation message displays. The  column no longer displays, and the **Excluded** column now displays in place of **Exclude?**. The students' lowest marks have been excluded unless otherwise noted in the **Excluded** column (see the chart below).

### Exclude Lowest Assignment Mark Symbols

Symbol	Description
	Student's average increases.
	Student's average decreases.
	Assignment has already been excluded.
	No assignment found to exclude.
	Assignment successfully excluded.
	Assignment has not been excluded.