| (Traditional   | /Secondary Classes)   |
|--|---|
| On the <b>Teacher Home Page</b> , below <b>Administration,</b><br>click <b>Exclude Lowest Mark</b> .   | Administration<br>Set Up GradeBook Access<br>Set Up Lesson Plan Sharing<br>Set Up Groups Within Classes<br>Set Up Teacher Preferences<br>Set Up Classes for ParentAccess<br>Group Classes Together<br>Transfer Student Marks<br>Exclude Lowest Mark<br>Update Email Address<br>Bank Maintenance<br>Change Your Password |
| On the <b>Exclude Lowest Marks</b> screen, in the <b>Select the Gra</b> period for which you want to drop lowest student marks.  | <b>ding Period</b> drop-down list, select the reporting   |
| In the Select the Classes to Include section, deselect any cla   | asses for which you do not want to drop lowest  |
| student marks. (All Classes is selected by default.)<br>In the Select the Assignment Types to Include section, dese<br>in the calculation for lowest marks. (All Assignment Types i<br>Click Next.   | elect any assignment types you do not want to incl<br>s selected by default.)   |
| student marks. (All Classes is selected by default.)<br>In the Select the Assignment Types to Include section, dese<br>in the calculation for lowest marks. (All Assignment Types i<br>Click Next.<br>Click Next.<br>GradeBook<br>CradeBook<br>Dashboard   | elect any assignment types you do not want to incl<br>s selected by default.)<br>GradeBook   🌲 🛓 😭  |
| student marks. (All Classes is selected by default.) In the Select the Assignment Types to Include section, dese in the calculation for lowest marks. (All Assignment Types i Click Next. Click Next. Click Next GradeBook Click Next GradeBook Dashboard If the tool is run multiple times for a grading period and a student's I the new mark will be excluded. This tool will not include marks which were manually excluded by the   | elect any assignment types you do not want to incl<br>s selected by default.)<br>GradeBook   🌲<br>owest mark changes, the old mark will be re-included and<br>e teacher.  |
| student marks. (All Classes is selected by default.)<br>In the Select the Assignment Types to Include section, dese<br>in the calculation for lowest marks. (All Assignment Types i<br>Click Next.<br>Click Next.<br>CradeBook<br>CradeBook<br>Dashboard<br>If the tool is run multiple times for a grading period and a student's l<br>the new mark will be excluded.<br>This tool will not include marks which were manually excluded by th<br>Select the Grading Period: Qtr4 •   | elect any assignment types you do not want to incl<br>s selected by default.)<br>GradeBook   🌲<br>owest mark changes, the old mark will be re-included and<br>e teacher.  |
| student marks. (All Classes is selected by default.)<br>In the Select the Assignment Types to Include section, dese<br>in the calculation for lowest marks. (All Assignment Types i<br>Click Next.<br>Click Next.<br>Click Next.<br>CradeBook<br>CradeBook<br>CradeBook<br>Dashboard<br>If the tool is run multiple times for a grading period and a student's I<br>the new mark will be excluded.<br>This tool will not include marks which were manually excluded by th<br>Select the Grading Period: Qtr4 •<br>Select the Classes to Include:<br>MAMERICAN LITERATURE: 21<br>COMPOSITION: 31<br>MATHEMATICS 5: 12<br>Composition: 31<br>Composition: 31<br>Com                   | elect any assignment types you do not want to incl<br>s selected by default.)<br>GradeBook   A & C<br>west mark changes, the old mark will be re-included and<br>e teacher.<br>RICAN LITERATURE: 22<br>IPOSITION: 32<br>DING 3: 2   |
| student marks. (All Classes is selected by default.)<br>In the Select the Assignment Types to Include section, dese<br>in the calculation for lowest marks. (All Assignment Types i<br>Click Next.<br>Click Next.<br>Click Next.<br>CradeBook<br>Class Nook<br>Class Vork<br>Select the Classes to Include:<br>Composition: 31<br>Composition: 31<br>Class Work<br>Class Work<br>Composition: 31<br>Composition: 31<br>Compo | elect any assignment types you do not want to incl<br>s selected by default.)<br>GradeBook   A & C<br>west mark changes, the old mark will be re-included and<br>e teacher.<br>RICAN LITERATURE: 22<br>IPOSITION: 32<br>DING 3: 2<br>Credit<br>ative Assessment   |

## ProgressBook. GradeBook

In the **Exclude**? column, deselect the checkbox(es) for any student(s) whose lowest marks you do not want to exclude. The  $\Delta$  column contains symbols for each student (see chart at the bottom of this page).

(Optional) In the Enter a mark comment field, edit the text as desired.

## 8 Click Exclude Marks.

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

A confirmation message displays. The  $\Delta$  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                           |
|--------|---------------------------------------|
| 1      | Student's average increases.          |
| _۲     | Student's average decreases.          |
| *      | Assignment has already been excluded. |
| 0      | No assignment found to exclude.       |
| ✓      | Assignment successfully excluded.     |
| 0      | Assignment has not been excluded.     |