Introduction
The Grade Center will allow you to drop a grade for a single grade or multiple grades.

Grade Center
1. Click on Grade Center in the Control Panel
2. Click on Full Grade Center

Dropping a Single Grade
1. Click the Down Arrow (Fig 1, 1) next to an individual student’s grade
2. Select Exempt Grade (Fig 2, 1)
3. To clear the exemption click the Down Arrow next to the individuals students grade and select Clear Exemption

Dropping for Multiple Grades
To drop grades for more than one student, you will first need to assign a category to each column that will be calculated in the exemption. For example if you are dropping the lowest homework grade, but not the lowest test grade, all homework assignments must be categorized together.

Note: For more information on Categories see the Grade Center Manage document
1. Click Create Calculated Column and select Weighted Column
2. Give your column a Name and complete any other information you would like
3. Under Select Columns select the Categories you want to apply the exemption to
Note: In this example we will apply the exemption to all homework. We will drop one lowest grade of the three Homework assignments in our Grade Center, which have been put under the category of Assignment in this case.

4. You must set the **Weight** (Fig 3, 1) for the items to equal 100%

5. Then under **Drop Grades** type a 1 in the **Lowest Grade** field (Fig 3, 2)

6. Complete the rest of the form and click **Submit**

You will now see that the Grade Center has dropped the lowest score and given the percentage of the remaining two grades (Fig 4).