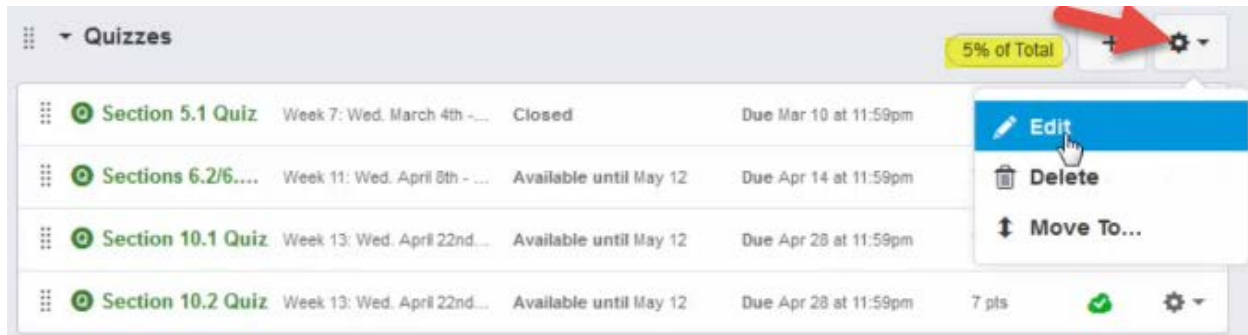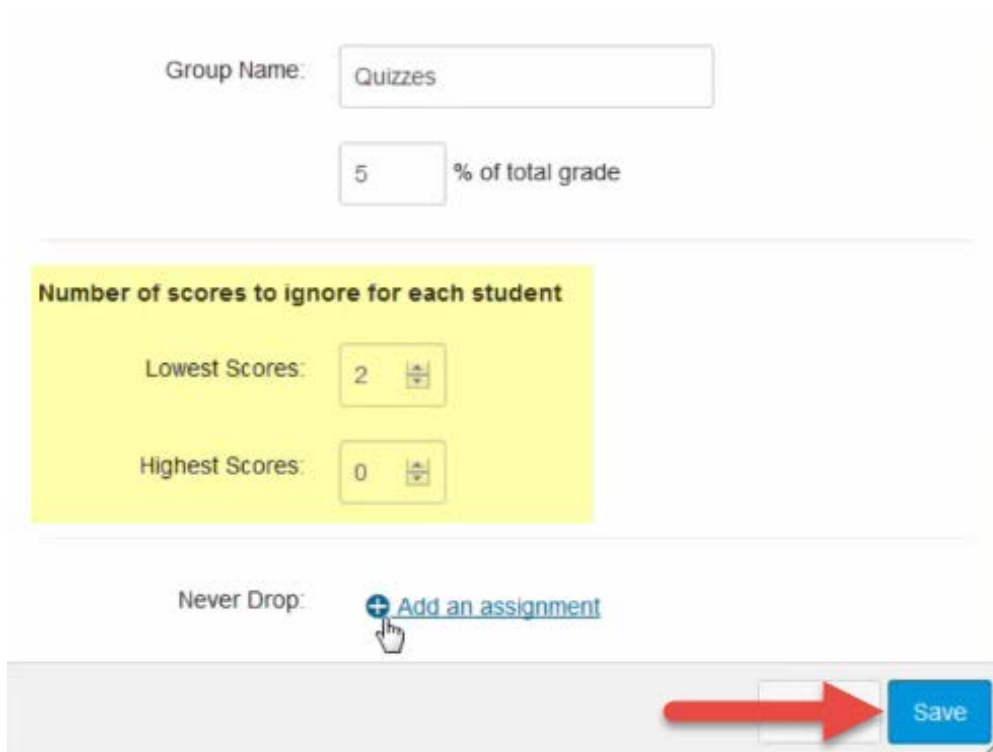# Canvas Tips for Faculty

Drop Lowest Scores

Grading rules enable you to add exceptions assignment groups such as *Drop the Lowest Grade.* Assignment groups can be *weighted* or *unweighted.* In this case, the assignment group called *Quizzes* is worth 5% of the total grade and each quiz has the same point value.
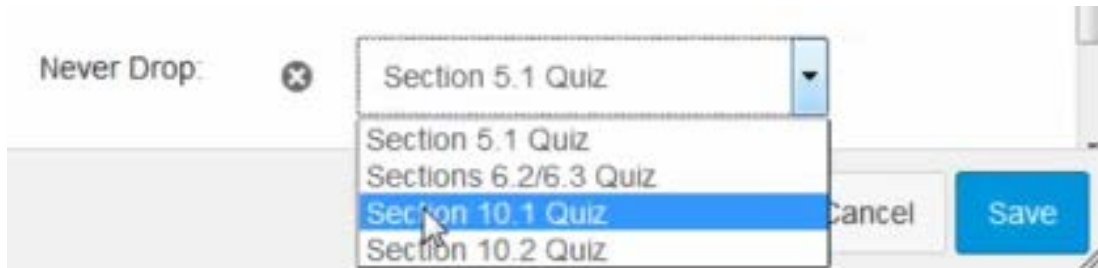

1. To create a grading rule, click on the **Gear** icon to the far right of the assignment group, and choose **Edit.**
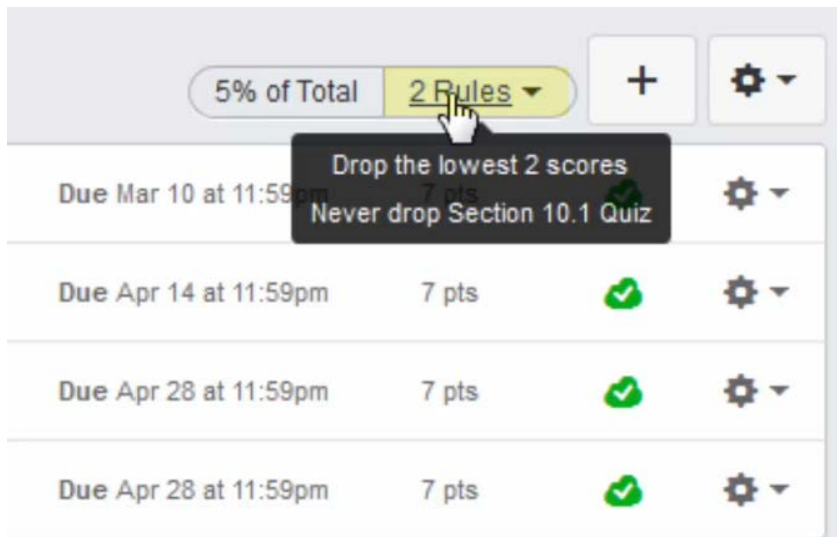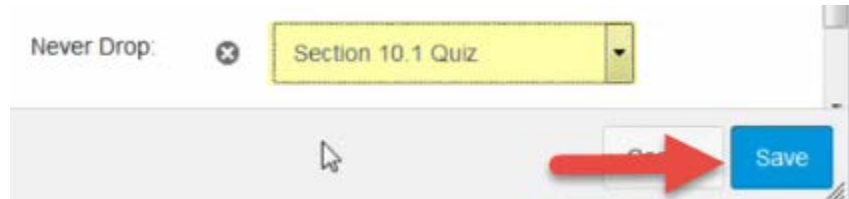

2. Under *Number of Scores to Ignore for Each Student,* enter the number of appropriate lowest or highest scores to ignore. You can also select a specific assignment to **Never Drop.**

3. Click on the blue *+ ADD AN ASSIGNMENT* and select the appropriate assignment from the dropdown to *never drop.*

Never Drop: ⊕ Add an assignment

Never Drop: ✖ Section 5.1 Quiz ▼

Section 5.1 Quiz
Sections 6.2/6.3 Quiz
Section 10.1 Quiz
Section 10.2 Quiz

Cancel   Save

4. When finished, click **Save** in the right corner.

Never Drop: ✖ Section 10.1 Quiz ▼

Save

5% of Total   2 Rules ▼   +   ✿ ▼

Drop the lowest 2 scores
Never drop Section 10.1 Quiz

Due Mar 10 at 11:59pm   7 pts   ✿ ▼

Due Apr 14 at 11:59pm   7 pts ✔ ✿ ▼

Due Apr 28 at 11:59pm   7 pts ✔ ✿ ▼

Due Apr 28 at 11:59pm   7 pts ✔ ✿ ▼

5. Notice to the right of the *assignment group* is *2 Rules.* Place the cursor over the 2 rules link displays the *Grading Rules.* Canvas will always drop the score with the lowest percentage, regardless of the effect on the final grade.