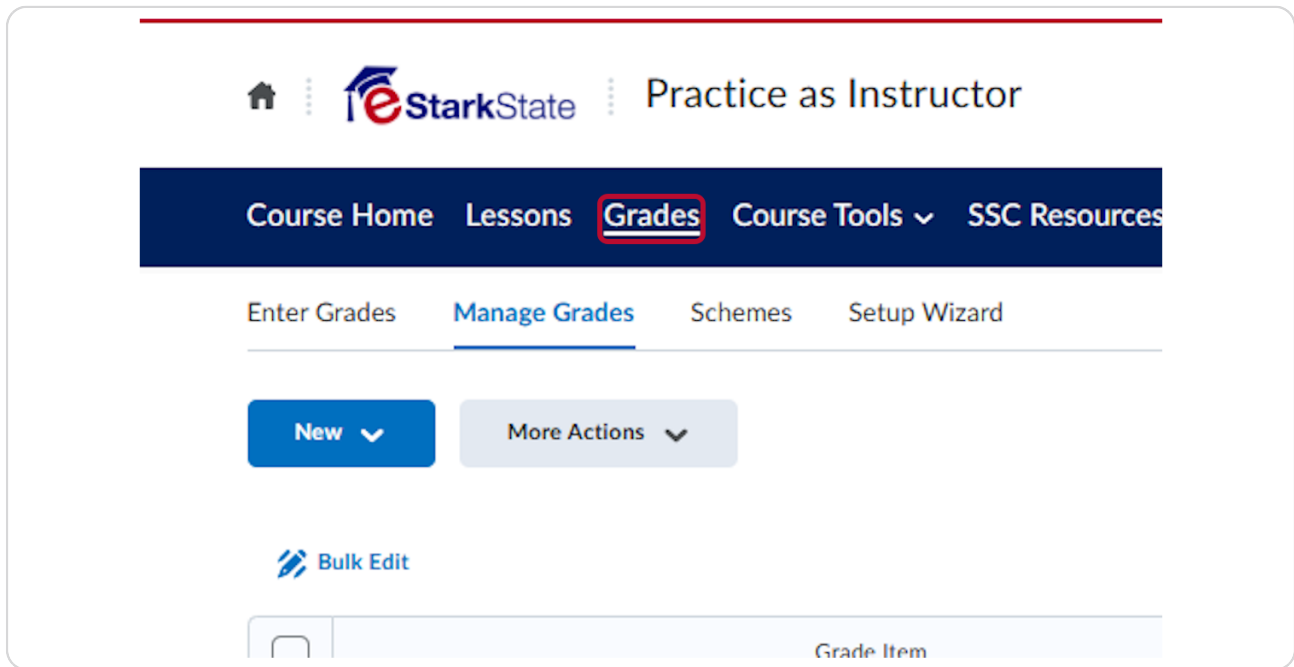


STEP 1

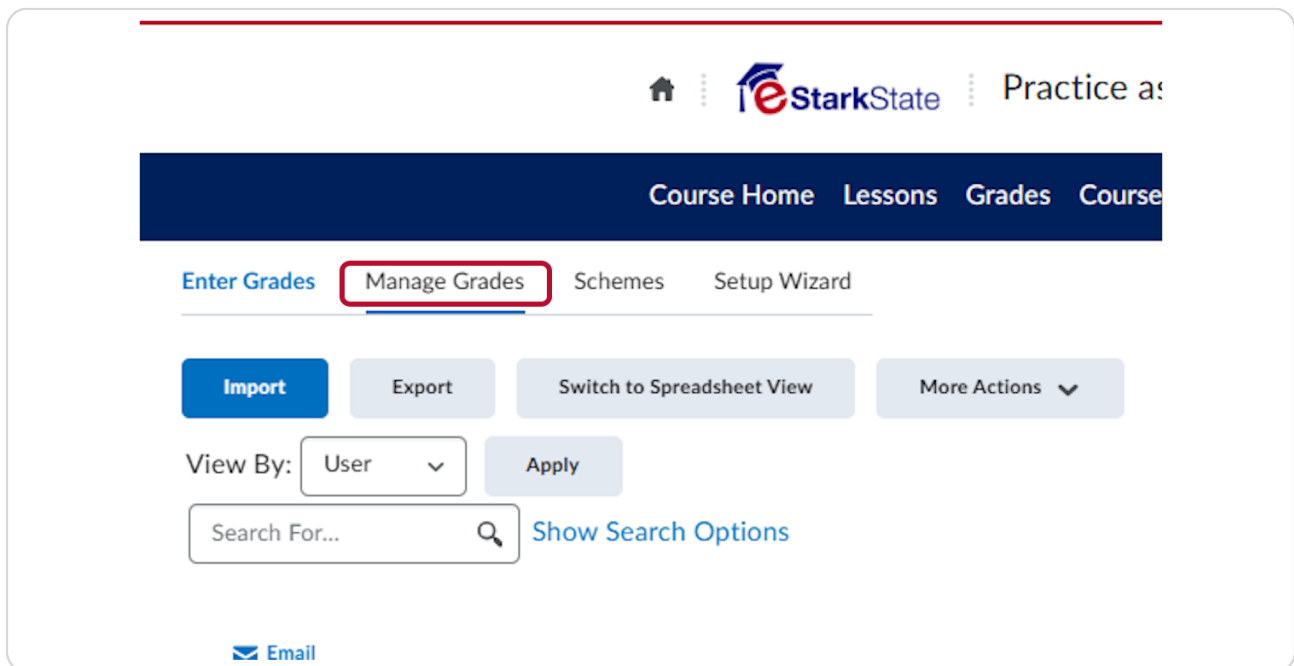
Click on Grades



The screenshot shows the eStarkState interface. At the top, there is a navigation bar with a home icon, the eStarkState logo, and the text "Practice as Instructor". Below this is a dark blue navigation bar with the following items: "Course Home", "Lessons", "Grades" (which is highlighted with a red box), "Course Tools" with a dropdown arrow, and "SSC Resources". Below the navigation bar, there are four tabs: "Enter Grades", "Manage Grades" (which is highlighted with a blue underline), "Schemes", and "Setup Wizard". Below the tabs, there are two buttons: "New" with a dropdown arrow and "More Actions" with a dropdown arrow. Below these buttons, there is a "Bulk Edit" link with a pencil icon. At the bottom, there is a "Grade Item" button.

STEP 2

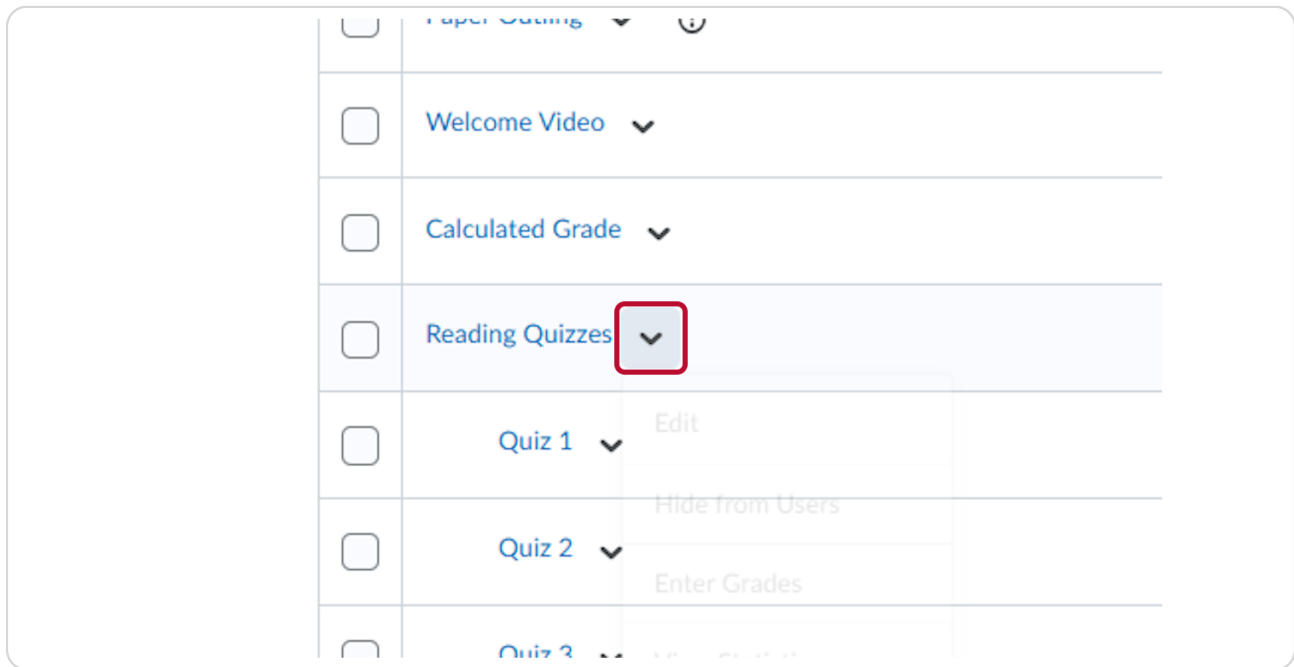
Click on Manage Grades



The screenshot shows the eStarkState interface. At the top, there is a navigation bar with a home icon, the eStarkState logo, and the text "Practice as". Below this is a dark blue navigation bar with the following items: "Course Home", "Lessons", "Grades", and "Course". Below the navigation bar, there are four tabs: "Enter Grades", "Manage Grades" (which is highlighted with a red box), "Schemes", and "Setup Wizard". Below the tabs, there are four buttons: "Import", "Export", "Switch to Spreadsheet View", and "More Actions" with a dropdown arrow. Below these buttons, there is a "View By:" label, a dropdown menu showing "User", and an "Apply" button. Below the "View By:" section, there is a "Search For..." input field with a search icon and a "Show Search Options" link. At the bottom, there is an "Email" button with an envelope icon.

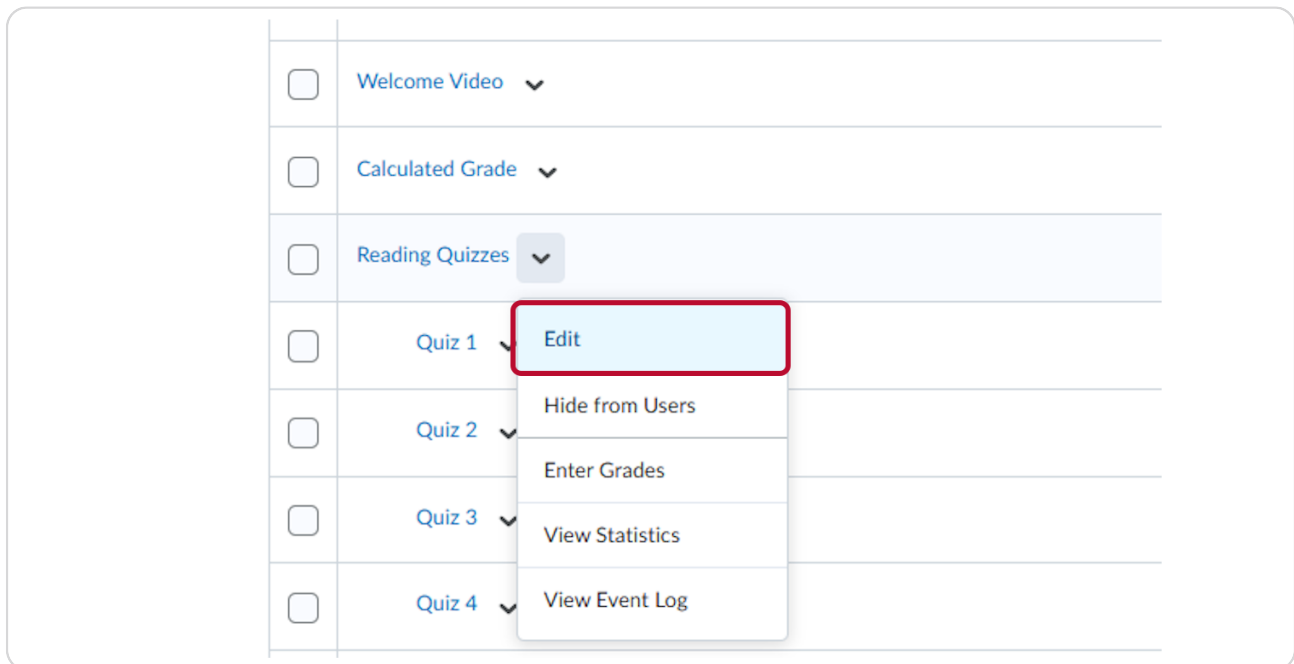
STEP 3

Locate the category you want to drop assignments from and click on the V



STEP 4

Click on Edit



STEP 5

Check Distribute points across all items and add the points

Exclude from Final Grade Calculation

☐ ?

Distribution

☒ Distribute points across all items ?

Points per item ?

Number of highest non-bonus items to drop

Number of lowest non-bonus items to drop

Display Options

STEP 6

Type the number of assignments to drop

Distribution

☒ Distribute points across all items ?

Points per item ?

Number of highest non-bonus items to drop for each user

Number of lowest non-bonus items to drop for each user

Display Options

▼ Hide Display Options

Student View

☐ Display class average to users ?

STEP 7

Click on Save and Close

Number of lowest non-bonus items to drop for each user

Display Options

▼ Hide Display Options

Student View

☐ Display class average to users ?

☐ Display grade distribution to users ?

☐ Override display options for this item ?

Show

Save and Close Save and New Save Cancel

STEP 8

If you click on the ? by the total number of points in the category, it will indicate how many assignments are being dropped.

	Numeric	-	25
	Numeric	Discussions ?	25
	Calculated	-	-
			40 ?
	Numeric	Quizzes ?	10
	Numeric	Quizzes ?	10

STEP 9

Click on OK

3 ▼

Numeric

Ass

y ▼

h Project ▼

▼ ⓘ

▼ ⓘ

Numeric

Ext

Ext

Numeric

Ext

Numeric

Ext

Information: Max. Points

Category contains 1 dropped item(s)

OK