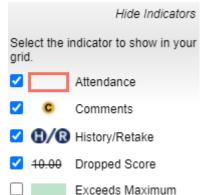
## How to Drop a Grade in TAC

- 1. Log in to TAC
- 2. Put your mouse on the Gradebook button 

  ☐ Gradebook 

  ☐ but DO NOT CLICK
  - a. A drop down should pop up
  - b. Click on setup
- 3. Click on the Categories tab Categories
- 4. Find the correct Category (Minor/ Major) and the correct Six Weeks (MP1 for 1st SW, MP 2 for 2nd SW, etc)
- 5. Click on the pencil icon on the right 🗸
  - a. The row will turn blue and the Drop Lowest column will be editable for that row.
  - b. Enter the number of grades you would like to drop for that six weeks then hit the disk button •
- 6. If you would like to see which grades have been dropped, click on the gradebook Gradebook
- 7. Then click on the ...



8. Choose the dropped score check box