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 ❗

   Hide Indicators

   Select the indicator to show in your grid.

   ☑ [ ] Attendance
   ☑ **C** Comments
   ☑ **H/R** History/Retake
   ☑ ~~10.00~~ Dropped Score

8. Choose the dropped score check box ☐ [ ] Exceeds Maximum