

Drop a Low Grade

1. Go to **Menu** → **Gradebook** → **Gradesheet**.
2. Open the appropriate class.
3. Click **More** in the upper-right corner.
4. Select **Tools**.
5. Click the **Drop Scores** icon next to the grading period/Grade Bucket you want to work with.
6. Choose how you want Skyward to determine the lowest score:
 - **From All Assignments** – drops the lowest score(s) across assignments.
 - **By Category** – specifies how many scores to drop within particular categories.
7. Enter the **number of assignments to drop**.
8. Click **Next**.
9. Skyward will show which assignment it plans to drop for each student. **Review this carefully.**
10. Uncheck any students for whom you do **not** want to drop a score.
11. Click **Drop** to complete the process.

Important: Drop Low Scores is applied to a **grading period**, and you can only drop scores for an **open grading period**. If you make a mistake, previously dropped scores can also be **un-dropped**.