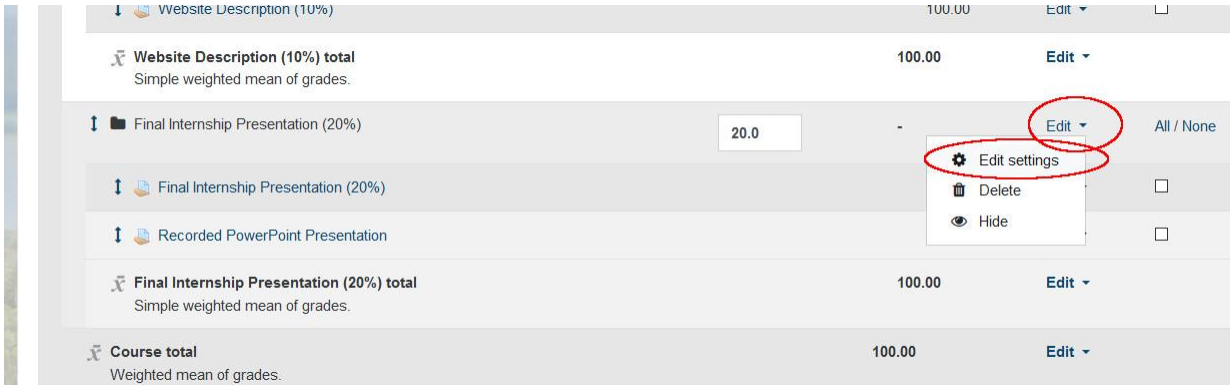


## How to handle a 'drop the lowest grade' situation for a grading category

As I understand it both of the grading items in the Final Internship category (or folder) are worth an equal amount and either one will count toward the internship credit. Student's don't have to do both, just one.

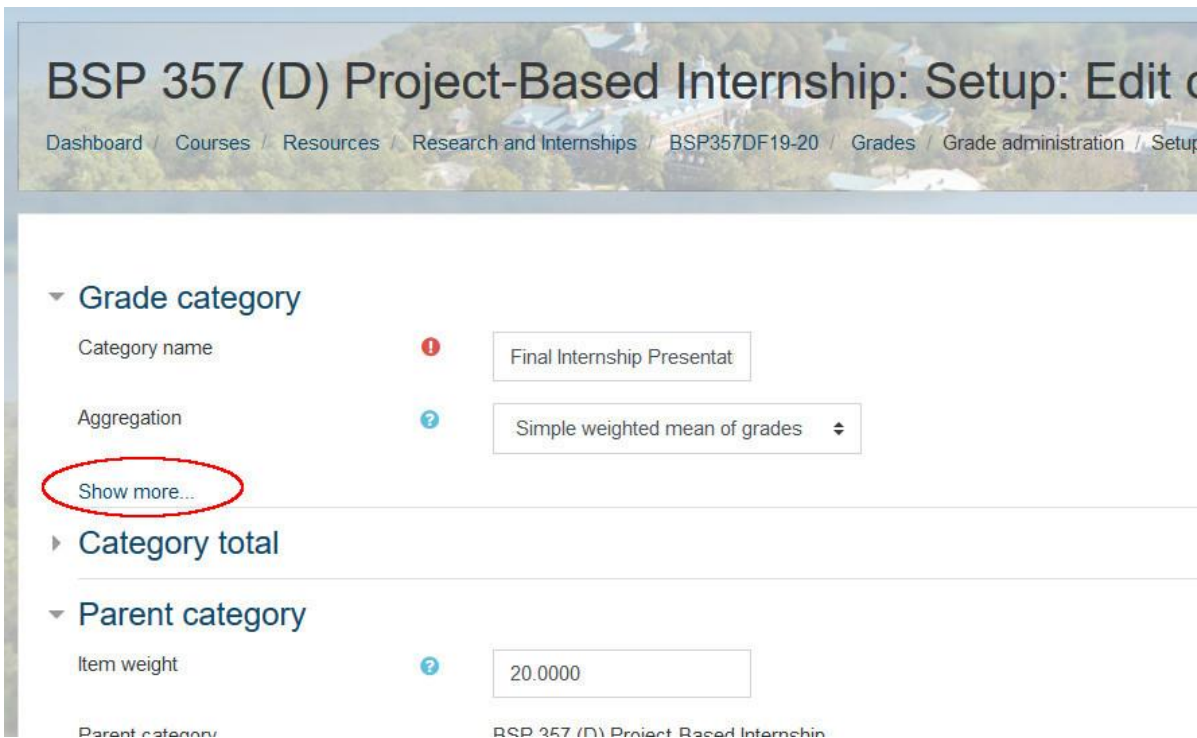
To handle this situation in Moodle, we'll make the category drop the lowest grading item. That way you can mark the one that a student doesn't hand in at 0% and they won't get penalized for it.

1. Click on the **Edit** link for the grading category (this is – across from the folder for the grading item). On the menu, click **Edit Settings**.



Website Description (10%)	100.00	Edit	
<b>Website Description (10%) total</b> Simple weighted mean of grades.	100.00	Edit	
Final Internship Presentation (20%)	20.0	-	Edit
Final Internship Presentation (20%)			
Recorded PowerPoint Presentation			
<b>Final Internship Presentation (20%) total</b> Simple weighted mean of grades.	100.00	Edit	
<b>Course total</b> Weighted mean of grades.	100.00	Edit	

2. Click on **Show More**.



### BSP 357 (D) Project-Based Internship: Setup: Edit category

Dashboard / Courses / Resources / Research and Internships / BSP357DF19-20 / Grades / Grade administration / Setup

**Grade category**

Category name: Final Internship Presentat

Aggregation: Simple weighted mean of grades

**Show more...**

**Category total**

**Parent category**

Item weight: 20.0000

Parent category: BSP 357 (D) Project Based Internship

3. On the Drop the Lowest line, change the box from **0** to **1**.

This will allow you to mark one of the grade items as a 0 and count the other grade item in the Grading Category for Final Internship Presentation, and Moodle will not include the zeroed grade item in the grading for the category.

