

Slide 1 - Slide 1

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Microsoft Internet Explorer". The user is logged in as "Steve Teacher". The navigation menu on the left includes "Educator Access Plus", "Teacher Access", "Student Services Access", "Advisor Access", and "Administrator Access". A yellow callout box is overlaid on the page, containing the following text:

500 - Drop Lowest Score

Select **Web Access, Educator Access Plus, Teacher Access, My Gradebook.**

What is the Drop Lowest Score tool?
The Drop Lowest Score is a tool that automates the process of dropping students' lowest assignment score for a class. This tool allows the teacher to identify assignment categories, specific assignments, and/or students that should be included or excluded in the drop processing.

Why would you use the Drop Lowest Score tool?
This tool will be helpful if you have a policy of dropping a student's lowest score from their overall grade calculation.

When would you use the Drop Lowest Score tool?
The Drop Lowest Score tool can be used during the scheduled grade posting period for the school term but should be used prior to posting the final grade for report card purposes.

Additional text visible in the background includes "for your school.", "y@anyschool.com", and "Edit this Page".

Slide 2 - Slide 2

The screenshot shows the Skyward Educator Access Plus interface. At the top, there is a navigation bar with "Home Page" and "My Gradebook" links. Below this, there are tabs for "Current Year Classes" and "Prior Years Classes". A table titled "400 High School" lists various classes with columns for Dept, Subject, Terms, Period, Days Meet, Class, and Description. Each row includes a blue link labeled "Secondary Gradebook". A yellow callout box with a pointer highlights one of these links, containing the text: "Choose a class, click Secondary Gradebook."

Dept	Subject	Terms	Period	Days Meet	Class	Description	Grade Posting Status
10	10	1 - 4	1	MTWRF	1160 / 01	Field Biology	Secondary Gradebook
10	10	1 - 4	2	MTWRF	1160 / 02	Field Biology	Secondary Gradebook
10	10	1 - 4	3	MTWRF	1160 / 03	Field Biology	Secondary Gradebook
10	10	1 - 4	4	MTWRF	1160 / 04	Field Biology	Secondary Gradebook
10	10	1 - 4	5	MTWRF	1160 / 05	Field Biology	Secondary Gradebook
10	10	1 - 4	6	MTWRF	1160 / 06	Field Biology	Secondary Gradebook
10	10	3 - 4	7	MTWRF			Secondary Gradebook

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

Home Page | My Gradebook | Main Screen

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Post Grade | Comments | Reports | Display Options | Quick Scoring | Excel Export

Students	Tue 06/26 Atnd	Term Grade Sort By %	Bones Lab WK34-Fri LAB 100 77.76	Chapter 12 WK36-Fri QUIZ 100 80.36	Sample Hom WK37-Fri HWK 100 81.84	Newspaper WK38-Thu PRO 100 80.16	Chapter 12 WK40-Thu TST 100 89.00	SE2	Options	Op
1	Alisha Long	B 84.40%	99	98	77	67				
2	Andrew J Krause	B- 80.40%	56	77	85	76				
3	Ashley M Arneson	B+ 88.00%	88	99	88	77				
4	Brittany Fallstad	C+ 77.70%	77	66	88	77				
5	Christopher J Buman	C 74.40%	55	66	77	66				
6	Daniel C Borgstrom	C 73.10%	55	66	77	66				
7	Dustin B Gopinath	C 73.30%	88	77	66	77				
8	Dustin L Heinrich	B- 81.30%	99	88	77	66				
9	Emily S Carlson	D+ 68.90%	66	55	66	77	95	*	D+	*
10	Jared T Mogensen	C- 71.70%	88	77	66	55	79	*	C-	*
11	Jesse R Paulson	C 74.40%	55	66	77	88	95	*	C	*
12	Joanna P Nuhn	C 74.80%	88	77	66	66	99	*	C	*
13	John E Parks	A 93.10%	77	88	99	99	95	*	A	*
14	Johnathan L Critchfield	B+ 86.10%	90	89	89	80	67	*	B+	*
15	Joseph Dalton	D+ 69.10%	67	66	66	66	95	*	D+	*
16	Joseph W Ihli	B 85.70%	77	88	88	88	87	*	B	*
17	Katie L Chchic	B+ 88.00%	88	88	88	88	88	*	B+	*
18	Kayla J Medina	D+ 69.80%	67	67	67	67	95	*	D+	*
19	Kristin A Vogel	B+ 87.40%	78	89	90	90	89	*	B+	*
20	Kyle A Quiring	B 85.50%	78	70	89	89	95	*	B	*
21	Matthew R Gholson	B+ 87.70%	90	90	90	90	67	*	B+	*
22	Michael A Maquire	B 83.80%	60	89	89	89	95	*	B	*
23	Rebecca M Solfest	A- 90.20%	100	90	89	89	78	*	A-	*
24	Terrie M Stevens	B+ 87.20%	69	84	93	90	95	*	B+	*
25	Zachary T Dunham	A 96.10%	89	99	99	99	99	*	A	*

Select the Display Options button, click Drop Lowest Score.

Display Options
 Student Display
 Assignment Display
 Grade Period Display
 Modify Gradesheet Sequence
 Tools
 Drop Lowest Score
 Advanced Drop Lowest Score
 Restore Deleted Assignments
 Student Groups
 Show Backups
 Assignment Comment Bank

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

View Tutorial

Home Page | My Gradebook | Main Screen | Process Options

Print Queue Back

Drop Lowest Score Process

Step 1: Select a grade period to run the Drop Lowest Score Process.

The Drop Lowest Score Process will drop the assignment score that most negatively affects the student's overall grade.

Grade Period	Date Range	Process Option
MQ1 - MIDTERM 1	09/02/06 - 10/03/06	Drop Lowest Score
T1 - TERM 1	09/02/06 - 11/01/06	Drop Lowest Score
MQ2 - MIDTERM 2	11/02/06 - 12/05/06	Drop Lowest Score
T2 - TERM 2	11/02/06 - 01/18/07	Drop Lowest Score
MQ3 - MIDTERM 3	01/22/07 - 02/19/07	Drop Lowest Score
T3 - TERM 3	01/22/07 - 03/22/07	Drop Lowest Score
MQ4 - MIDTERM 4	04/01/07 - 06/01/07	Drop Lowest Score
T4 - TERM 4	04/01/07 - 08/31/07	Drop Lowest Score

Choose the **Grade Period** you wish to process,
click **Drop Lowest Score**.

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio [View Tutorial](#)

Exclude Students

Drop Lowest Score Process

Grade Period: T4 - TERM 4 Date Range: 04/01/07 - 08/31/07

Step 2: Review list of students included in the process.
To exclude a student from the process uncheck the corresponding box.

Next
Back

Click Next.

1160 / 05 Prd:5 Field Biology Students enrolled			
Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/>	Long	Alisha	2008
<input checked="" type="checkbox"/>	Krause	Andrew	J 2008
<input checked="" type="checkbox"/>	Arneson	Ashley	M 2008
<input checked="" type="checkbox"/>	Fallstad	Brittany	2008
<input checked="" type="checkbox"/>	Buman	Christopher	J 2008
<input checked="" type="checkbox"/>	Borgstrom	Daniel	C 2008
<input checked="" type="checkbox"/>	Gopinath		2008
<input checked="" type="checkbox"/>	Heinrich		
<input checked="" type="checkbox"/>	Carlson		
<input checked="" type="checkbox"/>	Mogensen		

Review the list of students.
If you wish to **exclude** a student for this process, **uncheck** the box by the student's name.

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio [View Tutorial](#)

Exclude Assignments

Drop Lowest Score Process

Grade Period: T4 - TERM 4 Date Range: 04/01/07 - 08/31/07

Step 3: Review Categories and Assignments included in the process.
To exclude an assignment or category from the process uncheck the corresponding box.

Next
Prev
Back

Click Next.

Categories & Assignments				
Due Date	Description	Weight	Max	
<input checked="" type="checkbox"/>	HOMEWORK			
<input checked="" type="checkbox"/> 05/11/07	Sample Homework	1.00	100.00	
<input checked="" type="checkbox"/> 06/08/07	Sample Homework Assignment	1.00	100.00	
<input checked="" type="checkbox"/>	LABORATORY			
<input checked="" type="checkbox"/> 04/20/07	Bones Lab	1.00	100.00	
<input checked="" type="checkbox"/> 06/11/07	Bones Lab II	1.00	100.00	
<input checked="" type="checkbox"/>	PROJECT			
<input checked="" type="checkbox"/> 05/17/07	Newspaper project	1.00	100.00	
<input checked="" type="checkbox"/>	QUIZ			
<input checked="" type="checkbox"/> 05/04/07	Chapter 12 pretest	1.00	100.00	

Categories & Assignments for the Grade Period are listed.

To **exclude** an assignment or category, uncheck the box beside it.

If more than one date is listed under a category, **uncheck** the date of the **score** you wish to exclude.

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

Drop Lowest Score Process

Grade Period: T4 - TERM 4 Date Range: 04/01/07 - 08/31/07

Final Step: Review assignment scores that will be dropped for each student.
Click the "Process Drops" button to automatically place a "**AD" in the Special Code and mark score as No Count.
To exclude a student's assignment from the process uncheck the corresponding box.

Process Drops
Prev
Back

After verifying the information, click Process Drops.

These are the scores that will now be set to dropped with this process.

Student	Due Date	Cat	Description	Special Code	Weight	Max	Score	%	Grd
<input checked="" type="checkbox"/> Long, Alisha	05/11	HWK	Sample Homework		1.00	100.00	77.00	77.00	C+
<input checked="" type="checkbox"/> Krause, Andrew	04/20	LAB	Bones Lab		1.00	100.00	56.00	56.00	F
<input checked="" type="checkbox"/> Arneson, Ashley	05/17	PRO	Newspaper project		1.00	100.00	77.00	77.00	C+
<input checked="" type="checkbox"/> Fallstad, Brittany	06/11	LAB	Bones Lab II		1.00	100.00	22.00	22.00	F
<input checked="" type="checkbox"/> Buman, Christopher	04/20	LAB	Bones Lab		1.00	100.00	55.00	55.00	F
<input checked="" type="checkbox"/> Borgstrom, Daniel	04/20	LAB	Bones Lab		1.00	100.00	55.00	55.00	F
<input checked="" type="checkbox"/> Gopinath, Dustin	05/11	HWK	Sample Homework		1.00	100.00	66.00	66.00	D+
<input checked="" type="checkbox"/> Heinrich, Dustin	05/11	HWK	Sample Homework		1.00	100.00	77.00	77.00	C+
<input checked="" type="checkbox"/> Carlson, Emily	05/11	HWK	Sample Homework		1.00	100.00	66.00	66.00	D+
<input checked="" type="checkbox"/> K...					1.00	100.00	66.00	66.00	D+

Before processing, review the list of students and scores that will be dropped.

To exclude a student from this process, uncheck the box beside their name.

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Skyward Educator Access Plus - Microsoft Internet Explorer

High School
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio

Home Page | My Gradebook | Main Screen | Process Options

Print Queue Back

Drop Lowest Score Process

Step 1: Select a grade period to run the Drop Lowest Score Process.

The Drop Lowest Score Process will drop the assignment score that most negatively impacts the overall grade.

To return to the **main screen** and see the **results** of the score drops, click **Back**.

Grade Period	Date Range	Process Options
MQ1 - MIDTERM 1	09/02/06 - 10/03/06	Drop Lowest Score
T1 - TERM 1	09/02/06 - 11/01/06	Drop Lowest Score
MQ2 - MIDTERM 2	11/02/06 - 12/05/06	Drop Lowest Score
T2 - TERM 2	11/02/06 - 01/18/07	Drop Lowest Score
MQ3 - MIDTERM 3	01/22/07 - 02/19/07	Drop Lowest Score
T3 - TERM 3	01/22/07 - 03/22/07	Drop Lowest Score
MQ4 - MIDTERM 4	04/01/07 - 06/01/07	Undo Drop Lowest Score
T4 - TERM 4	04/01/07 - 08/31/07	Undo Drop Lowest Score

Return to this screen at a **later time** if the results were not as expected and you wish to undo the process, click **Undo Drop Lowest Score**.

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Skyward Educator Access Plus - Microsoft Internet Explorer											
High School											
Teacher: Steve Teacher Class: 1160 / 05 Prd:5 Field Bio											
We value your feedback											
Home Page My Gradebook Main Screen											
Print Queue Back											
Other Access ▾ Classes ▾ Assignments ▾ Attendance ▾ Categories ▾ Grade Marks ▾ Post Grade ▾ Comments ▾ Reports ▾ Display Options ▾ Quick Scoring ▾ Excel Export ▾											
Students	Tue 06/26 Atnd	Term Grade T4 Sort By %	Bones Lab WK34-Fri LAB 100 85.36	Chapter 12 WK36-Fri QUIZ 100 80.36	Sample Hom WK37-Fri HWK 100 87.94	Newspaper WK38-Thu PRO 100 80.29	Chapter 12 WK40-Thu TST 100 91.50	Sample Hom WK41-Fri HWK 100 0.00	Bones Lab WK42-Mon LAB 100 87.50	T4 Options▾	SE2 Options▾
1 Alisha Long		A- 91.80%	99	98	*AD	67	95	*	100	A-	*
2 Andrew J Krause		B 82.30%	*AD	77	85	76	95	*	75	B	*
3 Ashley M Arneson		B+ 89.22%	88	99	88	*AD	88	*	ABS	B+	*
4 Brittany Fallstad		B 83.20%	77	66	88	77	95	*	*AD	B	*
5 Christopher J Buman		C+ 79.26%	*AD	66	77	88	95	*	*	C+	*
6 Daniel C Borgstrom		C+ 77.63%	*AD	66	77	88	82	*	*	C+	*
7 Dustin B Gopinath		B- 80.60%	88	77	*AD	55	95	*	*	B-	*
8 Dustin L Heinrich		B 85.60%	99	88	*AD	66	76	*	*	B	*
9 Emily S Carlson		C- 71.80%	66	55	*AD	77	95	*	*	C-	*
10 Jared T Mogensen		C+ 77.40%	88	77	*AD	55	79	*	*	C+	*
11 Jesse R Paulson		C+ 79.26%	*AD	66	77	88	95	*	*	C+	*
12 Joanna P Nuhn		B 83.60%	88	77	*AD	66	99	*	*	B	*
13 John E Parks		A 97.14%	*AD							A	*
14 Johnathan L Critchfield		B+ 88.23%								B+	*
15 Joseph Dalton		C 72.20%								C	*
16 Joseph W Ihi		B+ 87.88%	*AD							B+	*
17 Katie L Chchic		B+ 88.00%								B+	*
18 Kayla J Medina		C 72.60%	67	67	*AD	67	95	*	*	C	*
19 Kristin A Vogel		B+ 89.76%	*AD	89	90	90	89	*	*	B+	*
20 Kyle A Quiring		B+ 87.39%	*AD	70	89	89	95	*	*	B+	*
21 Matthew R Gholson		A- 90.00%	90	90	90	90	*AD	*	*	A-	*
22 Michael A Maquire		B+ 89.77%	*AD	89	89	89	95	*	*	B+	*
23 Rebecca M Solfest		A- 91.56%	100	90	89	89	*AD	*	*	A-	*
24 Terrie M Stevens		A- 91.76%	*AD	84	93	90	95	*	*	A-	*
25 Zachary T Dunham		A 97.89%	*AD	99	99	99	99	*	*	A	*

Grades that were dropped are marked with a Special Code, *AD (Automated Drop Score). This concludes the tutorial.