

# Advanced Topics in Canvas: Automatically Dropping Low Scores in Assignment Groups

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CSSW Online Faculty Development Series  
08/24/22

- In your Canvas shell, click on “Assignments”, in the navigation bar. (Image 1, step 1)
- For each group that you want to set a rule to drop scores, ensure that group already has at least one assignment.
- For each group that you want to set a rule to drop scores, click on the three dots on the right-hand side of the assignment group title bar. (Image 1, step 2)
- This will show the options “Edit, Delete, Move Contents, Move Group”. Select “Edit” from this list. (Image 1, step 3)
- This will open a pop-up box that begins with “Group Name”. If your assignment groups are weighted, you will see an editable box followed by “% of total grade”. The next section, whether assignment groups are weighted or not will be, “Number of scores to ignore for each student” followed by “Lowest Scores” and “Highest Scores”, each with an editable box which should be prepopulated with “0”. (Image 2)
- Change the “0”s to another number. For example, “Lowest Scores, 3” will tell Canvas to drop or disregard the three lowest scores in the assignment group. (Image 2, step 1)
- The last section in the pop-up box is “Never Drop: Add an assignment”. If you select “Add an assignment”, you will see a drop-down list of all of the assignments in this assignment group. If you select one of the assignments, Canvas will not drop the score for this assignment even if it is one of the three lowest scores. You can add as many assignments from this list as you would like by selecting “Add another assignment” which appears after selecting the first assignment.
- To save the edits, select “Save” at the bottom of the pop-up box. (Image 2, step 2)
- You will now see an oval in the assignment group title bar, with a number and “Rule(s)”. When you hover your mouse over it, you will see the “Rules” you set for this assignment group. (Image 3)

# Images demonstrating the steps:

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Search for Assignment

+ Group + Assignment

Participation

- Session 1 (10 pts)
- Session 2 (10 pts)
- Session 3 (10 pts)
- Session 4 (10 pts)
- Session 5 (10 pts)

Assignments

No assignments in this group

1

2

3

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Participation

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- Session 3 (10 pts)
- Session 4 (10 pts)
- Session 5 (10 pts)

Assignments

No assignments in this group

Group Name: Participation

Number of scores to ignore for each student

Lowest Scores: 3

Highest Scores: 0

Never Drop: + Add an assignment

1: Change the "0".

2: Click

Cancel Save

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- Session 4 (10 pts)
- Session 5 (10 pts)

Assignments

No assignments in this group

"Rule" appears.

1 Rule +

Drop the lowest 3 scores