

# Allowing Exemptions for Grade Items

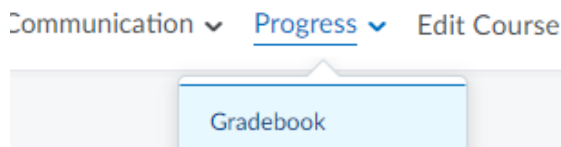
## Why Do I Need This Workflow?

Learners often have more on their plate than just your course: sometimes, instructors need to make accommodations when it comes to a learner's grades. Instructors or facilitators can use this workflow at any time in a course when a learner needs to be excluded from a grade calculation. In this workflow, we will exempt a learner from an existing grade item that is already created.

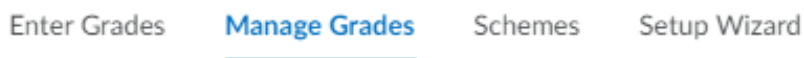
## How: Workflow Steps

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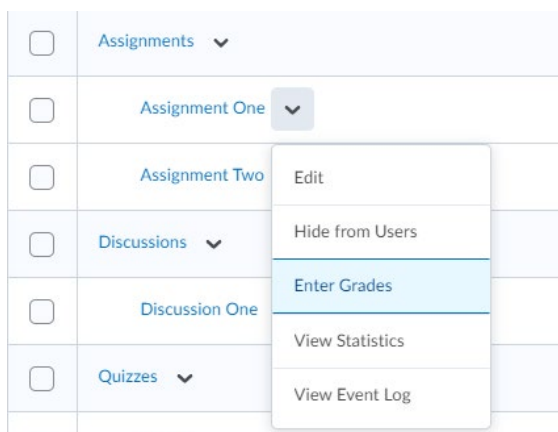
1. Select **Progress** in the navbar.
2. Select the **Gradebook** tool.



3. Select the **Manage Grades** tab. You should see your grade items.



4. Select the **Enter Grades** option from the dropdown menu next to the assignment/quiz you want to edit.



5. Select the checkbox beside your learner's name and then select **Exempt** from above or below the table.

[Set Grades](#) [Clear Grades](#) [Add Feedback](#) [Exempt](#) [Unexempt](#) [Email](#)

<input type="checkbox"/>	Last Name ▲, First Name	Submission
<input checked="" type="checkbox"/>	🚩 McAfee, Danielle ▼	

**Check for Success:** You should see the word **Exempt** under the Scheme heading on the table.

**\*Note:** You can also exempt learners from multiple grade items.