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

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.

![Image of a user interface showing a table with a checkbox and a name]

**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.