



Allowing Exemptions for Grade Items

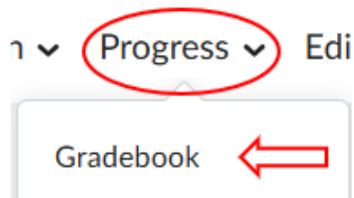
Why Do I Need This Workflow?

Learners often have commitments beyond your course, and instructors may need to make grading accommodations. This workflow can be used at any time to exclude a learner from a grade calculation. In this workflow, you will exempt a learner from an existing grade item.

Workflow Steps:

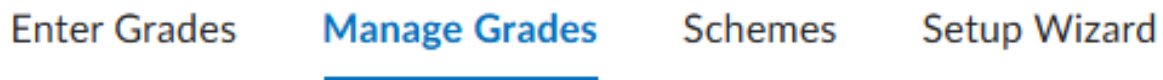
Step one:

Click **Progress** in the navbar, then select **Gradebook**.



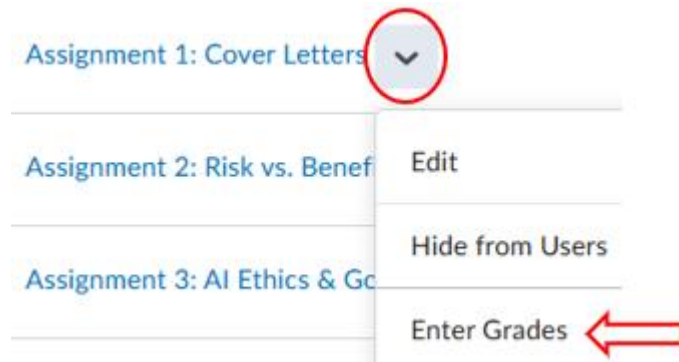
Step two:

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



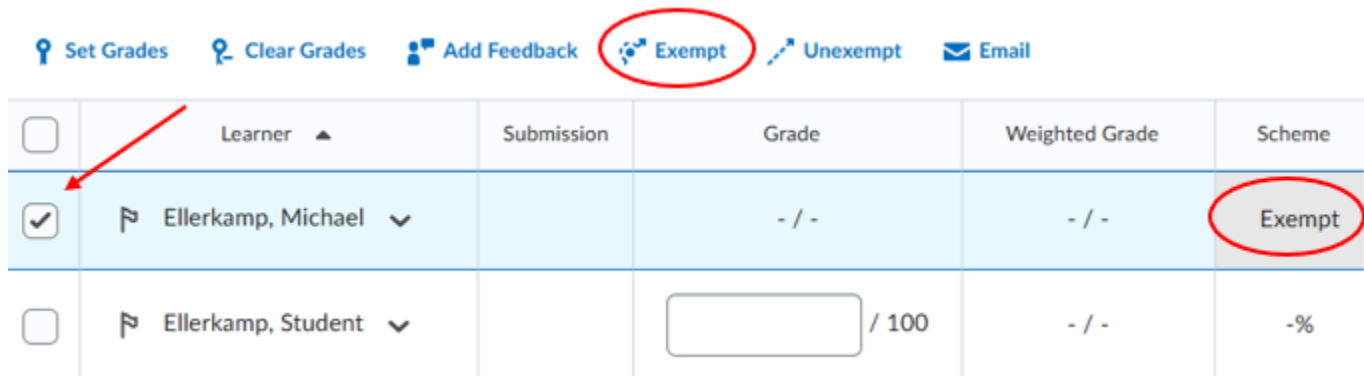
Step three:

Click the down arrow next to the assignment/quiz you want to edit, then select Enter Grades.



Step four:

Click the checkbox next to the learner's name, then select **Exempt** from the options above. Finally, click **Save and Close**.



Check for Success:

You should see **Exempt** under the Scheme heading on the table.

Note:

You can exempt learners from multiple grade items.