

Mark a Grade as Exempt

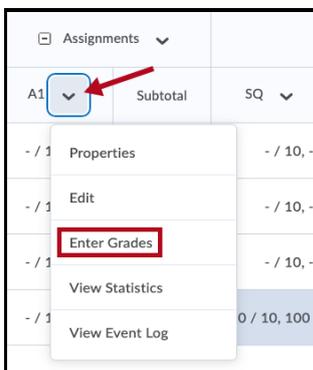
Last Modified on 11/30/2020 7:11 am CST

An instructor may mark a student's grade as "exempt" rather than giving the student a grade if desired. An exempt grade can be entered for Numeric, Selectbox, Pass/Fail, Calculated, Formula, and Text items. Exempt grades are not counted in the student's final grade.

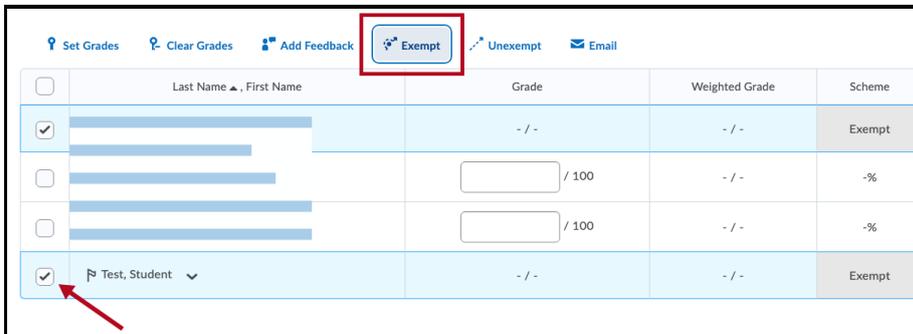
NOTE: You can not enter a grade of exempt for the Final Calculated Grade or the Final Adjusted grade.

To Mark a Grade As Exempt

1. Click on **Grades** on the navbar and choose the **Enter Grades** screen.
2. Click on the arrow next to the grade item for which you want to mark an "Exempt" and choose **Enter Grades**.



3. Click the checkbox next to the name of each person you would like to assign an "Exempt" and click the **Exempt** icon at the top of the table. The grade will be indicated by a -/- symbol and the scheme will say "Exempt."



4. Click the **Save and Close** button.

The exempt grades will show up on your Enter Grades screen:

A screenshot of the 'Final Grades' table. The table has columns: Last Name, First Name, Final Calculated Grade, and Assignments. The 'Final Calculated Grade' column shows '91.67 %' and '69.91 %' for two students, with 'Exempt' in the 'Assignments' column.

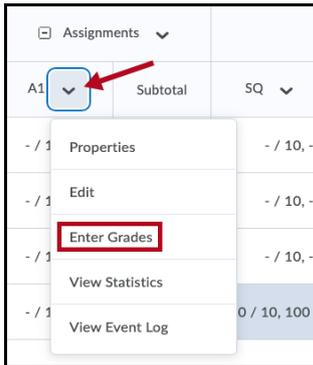
Last Name ▲, First Name	Final Grades		Assignments
	Final Calculated Grade ▼	A1 ▼	Su
[Redacted]	91.67 %	Exempt	- / -
[Redacted]	-%	- / 100, -%	- / -
[Redacted]	-%	- / 100, -%	- / -
[Redacted]	69.91 %	Exempt	- / -

and will show up on your student's Grades screen:

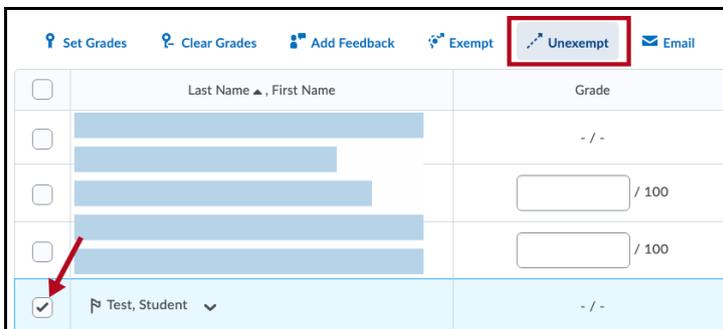
Grade Item	Points	Weight Achieved	Grade	C
Assignments		- / 10	- %	
Assignment #1 (exempted)	- / -	- / -	Exempt	

To Remove an Exemption for a Student

1. Click on **Grades** on the navbar and choose the **Enter Grades** screen.
2. Click on the arrow next to the grade item for which you want to mark an "Exempt" and choose **Enter Grades**.



3. Click the checkbox next to the name of each person you would like to remove the "Exempt" grade for and click the **Unexempt** icon at the top of the table. The "Exempt" designation will disappear from the grade column.



4. Click the **Save and Close** button.