



DESIGN & DEVELOPMENT

OPERATIONS

EXEMPT GRADES

Version I

LEARNING OBJECTIVES

Upon completion of this training tutorial, Faculty will be able to:


- ✓ Exempt Grades for Students

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EXEMPT GRADES

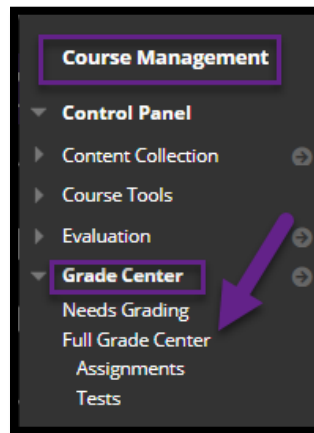
You can exempt grades from a student’s record and the grade is ignored in all **GRADE CENTER** calculations.

The grade cell displays the **EXEMPT** icon.  You can also apply an exemption before a grade is assigned.

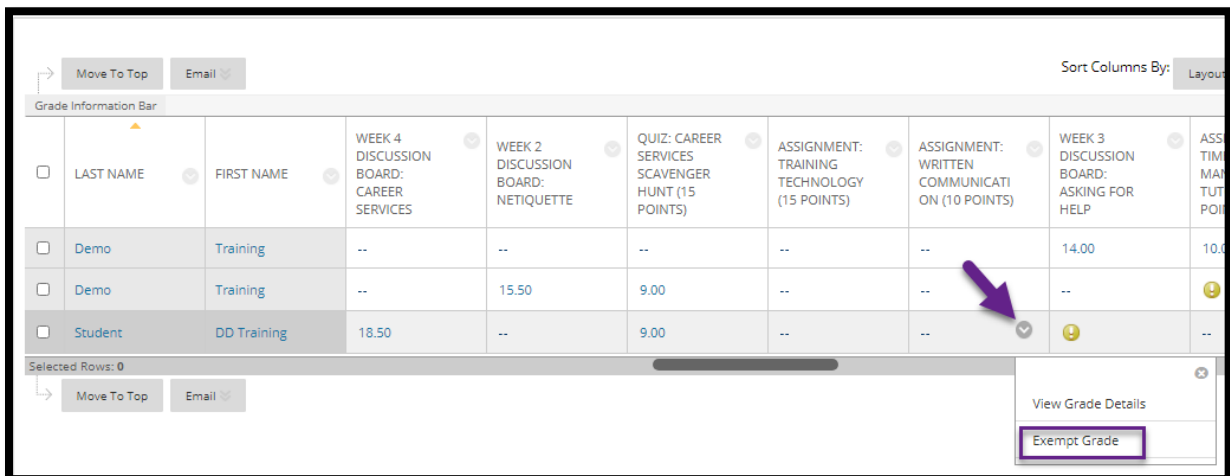
If you assign a grade and then exempted it, the grade remains available on the **GRADE DETAILS** page. You can also exempt a grade on the **GRADE DETAILS** page.

Access the cell’s menu and select **EXEMPT GRADE**. You can clear the exemption with the **CLEAR EXEMPTION** option in the cell’s menu.

1. Navigate to the **FULL GRADE CENTER** located under **COURSE MANAGEMENT** and **GRADE CENTER**.



2. Locate the **ASSIGNMENT** and **STUDENT(S)** you wish to exempt a grade for and click **DROP-DOWN** within the **COLUMN**. Then click **EXEMPT GRADE**.



3. The **EXEMPT** icon will appear.

Grade Information Bar							
<input type="checkbox"/>	LAST NAME	FIRST NAME	WEEK 4 DISCUSSION BOARD: CAREER SERVICES	WEEK 2 DISCUSSION BOARD: NETIQUETTE	QUIZ: CAREER SERVICES SCAVENGER HUNT (15 POINTS)	ASSIGNMENT: TRAINING TECHNOLOGY (15 POINTS)	ASSIGNMENT: WRITTEN COMMUNICATION (10 POINTS)
<input type="checkbox"/>	Demo	Training	--	--	--	--	--
<input type="checkbox"/>	Demo	Training	--	15.50	9.00	--	--
<input type="checkbox"/>	Student	DD Training	18.50	--	9.00	--	<input checked="" type="checkbox"/>

Selected Rows: 0



NOTES: Repeat the steps above for all students and assignments you wish to exempt a grade for

VERSIONS

Version	Date	Developer Name	Description of Changes
1	03.08.2021	Misti Shurila	Creation of Tutorial

DISCLAIMER

Process for this training tutorial is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

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