


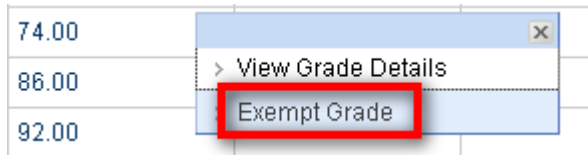


How do I exempt grades?

You can exempt students from a grade. Exempted items are not added into any statistical or total grade calculations. Students can be exempted from a grade from the **Grade Center** page or the **Grade Details** page.

To exempt a grade from the **Grade Center** page,


1. Go to **Control Panel > Evaluation > Grade Center**.
2. Place the cursor over the desired cell.
3. Click the **Action Link**. 
4. Select **Exempt Grade**.



5. A shaded blue area appears in the cell.



To exempt a grade from the **Grade Details** page,


1. Go to **Control Panel > Evaluation > Grade Center**.
2. Place the cursor over the desired cell.
3. Click the **Action Link**. 
4. Select **View Grade Details**.
5. Click **Override** button.
6. Check the **Exempt user from this item**.

Current Grade Value	Feedback to User
80.00	
<input checked="" type="checkbox"/> Exempt user from this item.	

7. Click **Save**.

Tip:

To clear the exemption:

1. Place the cursor over the desired cell.
2. Click the **Action Link**. 
3. Select **Clear Exemption**.

