Setting Exemptions for Students

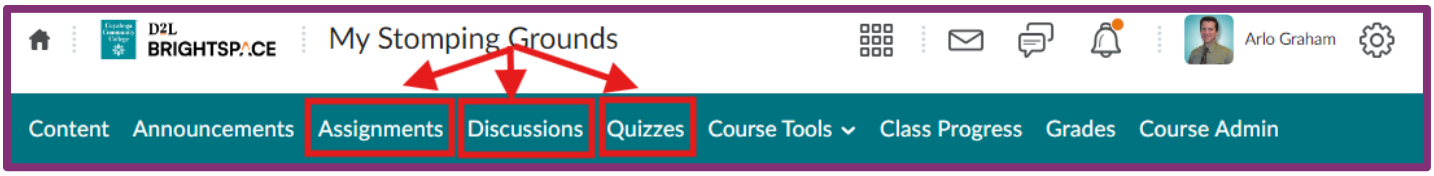
Introduction

Instructors can exempt individual students from activities and graded items. Exempting a student from a graded item will alter that student's maximum points available for the course and adjust their calculated final grade accordingly. This is useful when a legitimate exemption is required and assigning a zero (0) grade is not sufficient as it would negatively affect the student's final grade. Exemptions can be granted for non-graded content as well.

Adding an exemption for a graded item

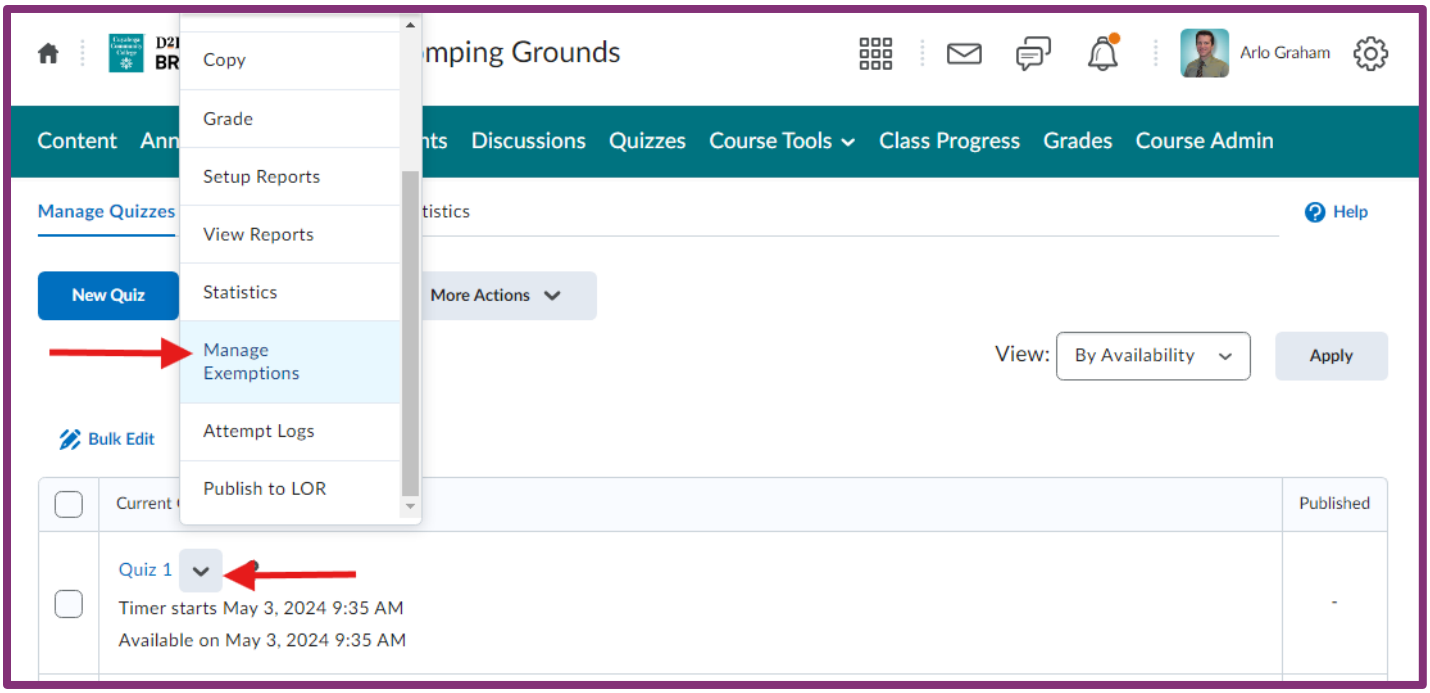
Step 1

Navigate to one of the graded item pages using the teal Nav Bar, either Assignments, Discussions, or Quizzes.



Step 2

Click on the contextual menu to the right of the item's name and select "Manage Exemptions".

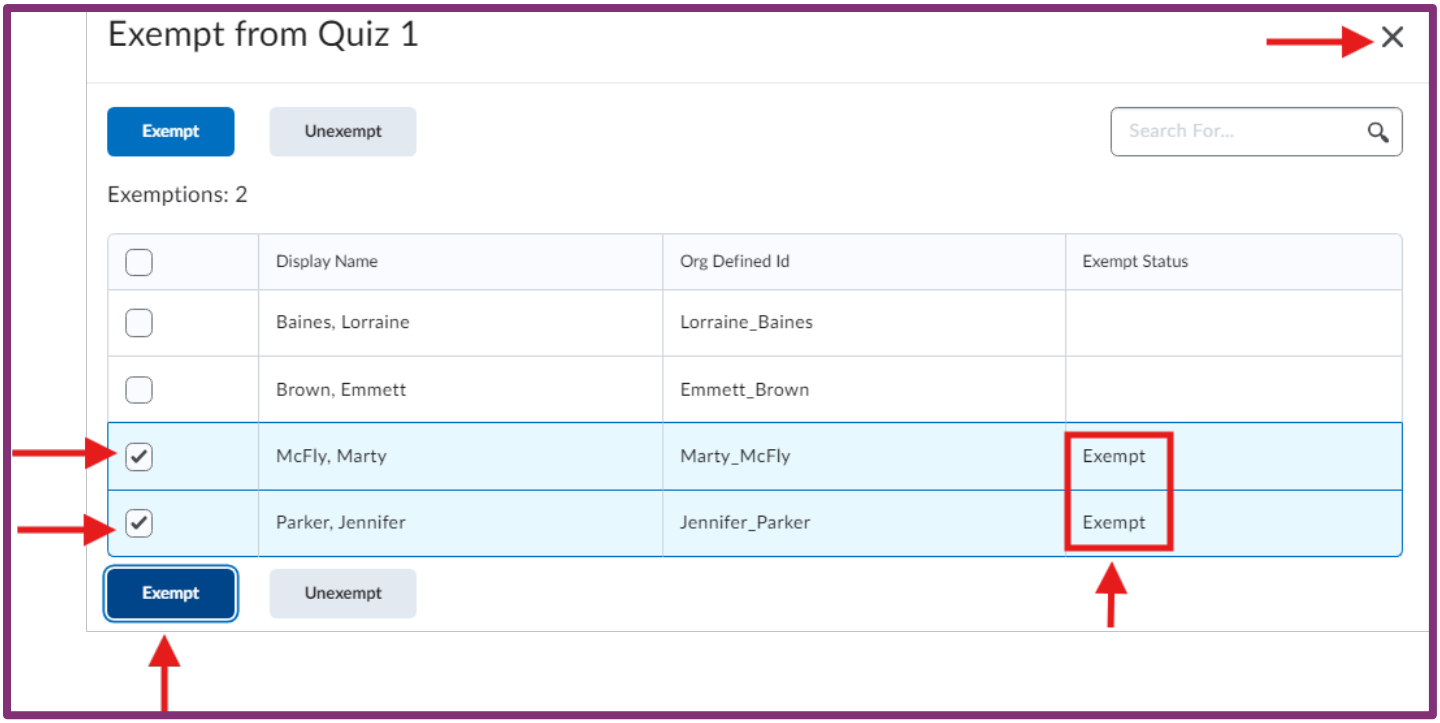


Step 3

Click the box next to the names of the students to be exempted and select the blue “Exempt” button.

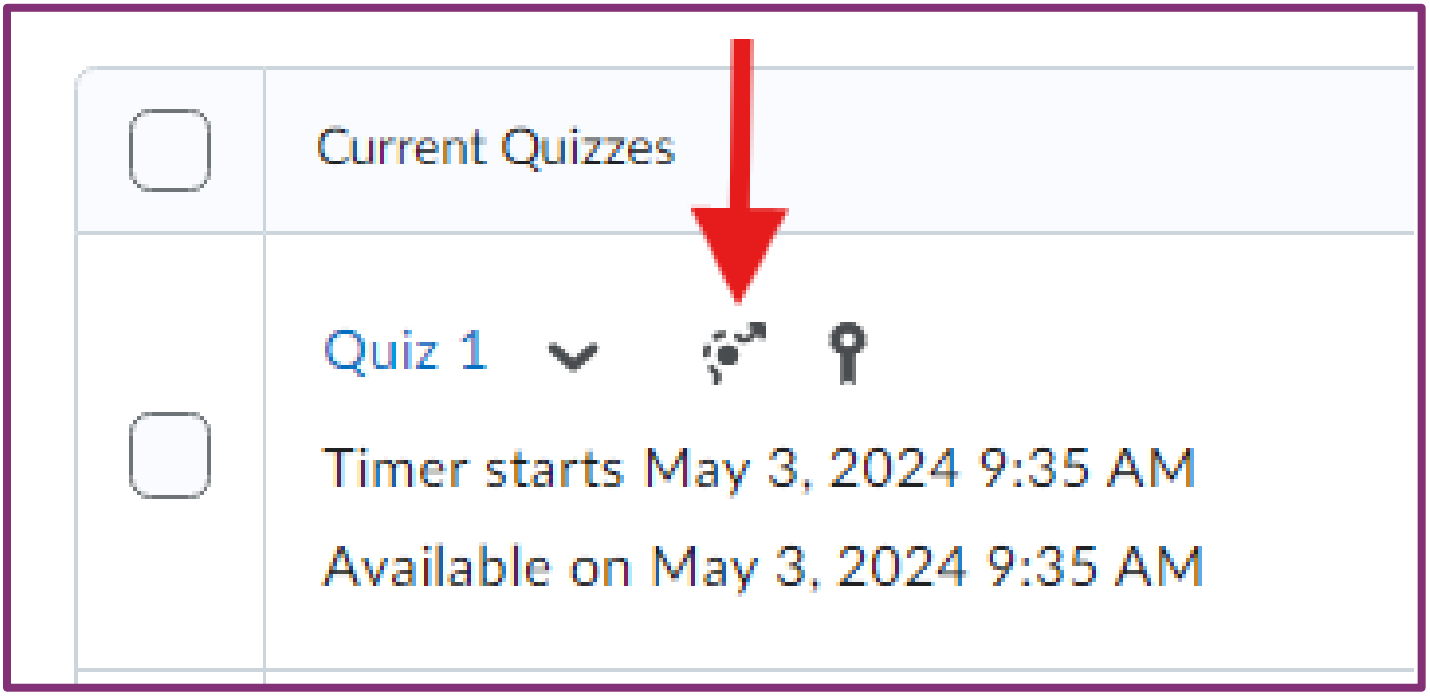
The word “Exempt” should appear in the Exempt Status column.

Click the “X” in the upper right corner to close the Exempt Status window.



Step 4

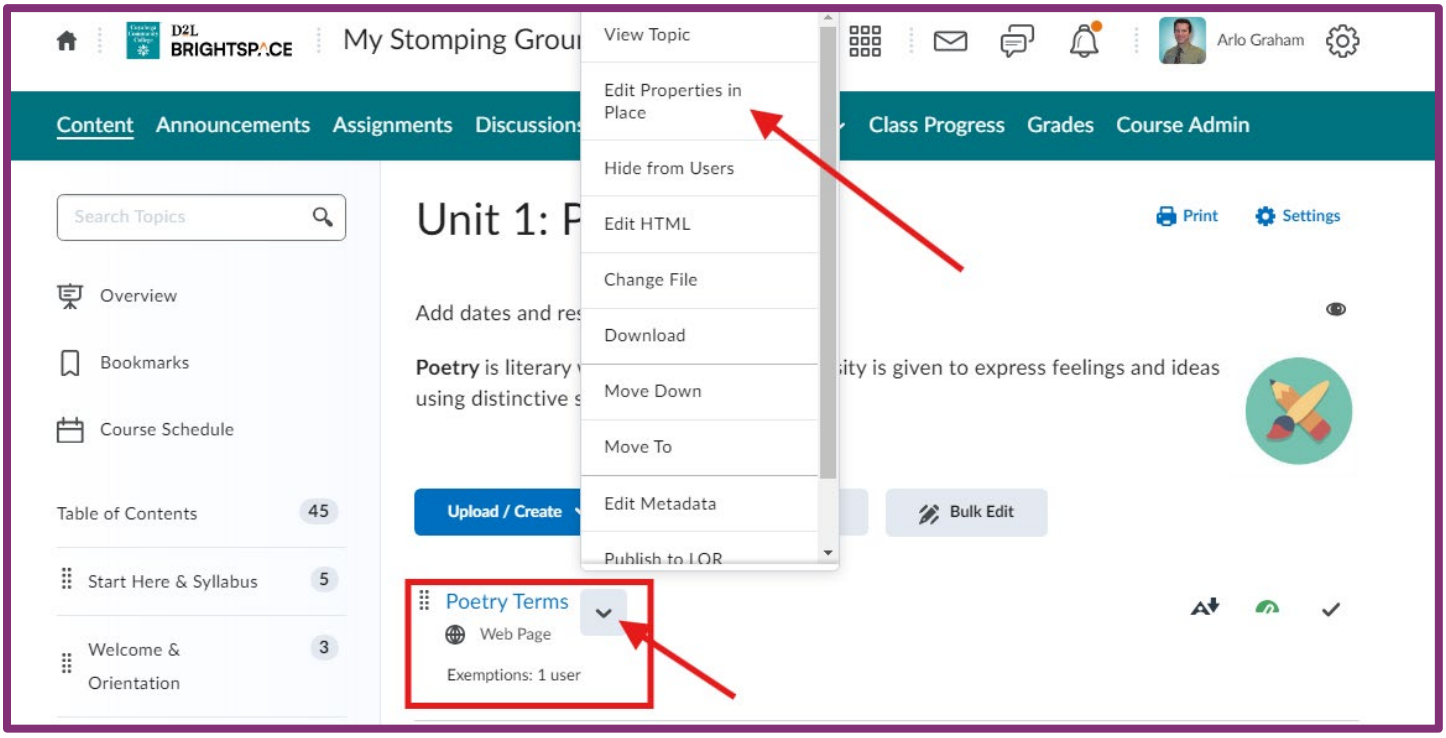
Refresh the webpage and confirm the Exemption icon appears next to the item’s name.



Adding an exemption for non-graded content

Step 1

Navigate to the content you want to add an exemption to, open the contextual menu, and choose “Edit Properties in Place”.

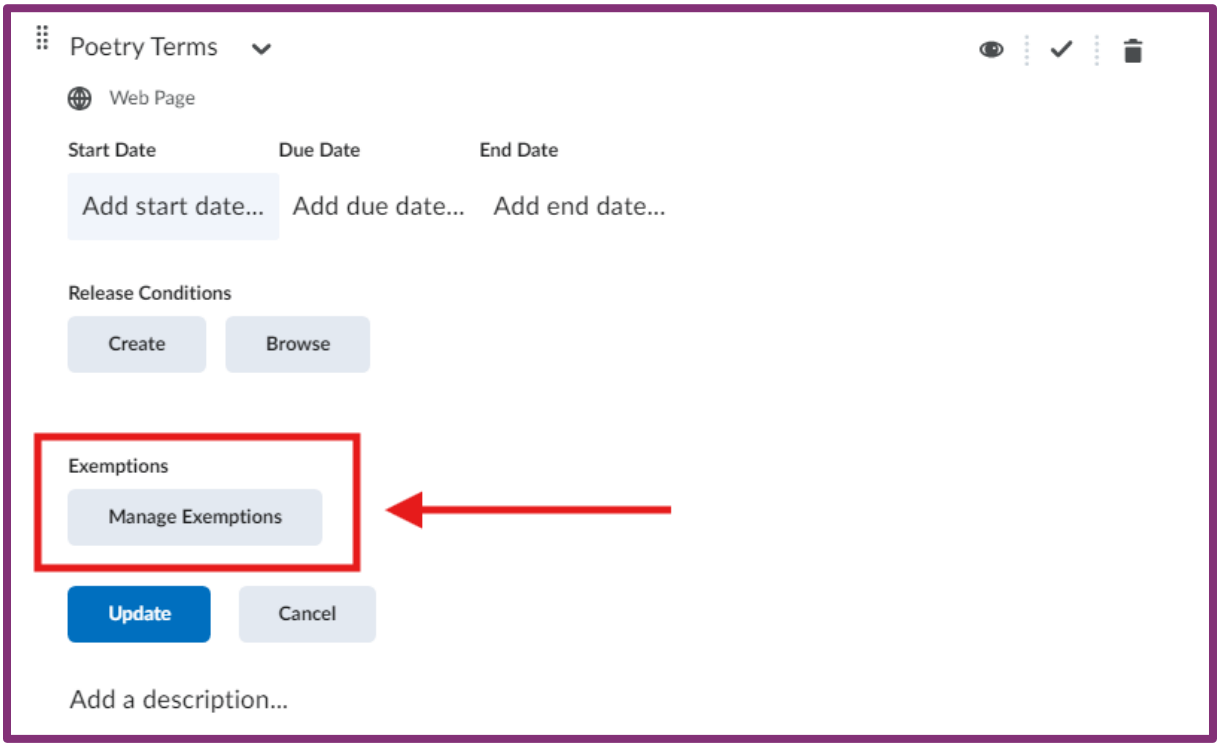


Step 2

Choose “Add dates and restrictions…

Step 3

Choose “Manage Exemptions”

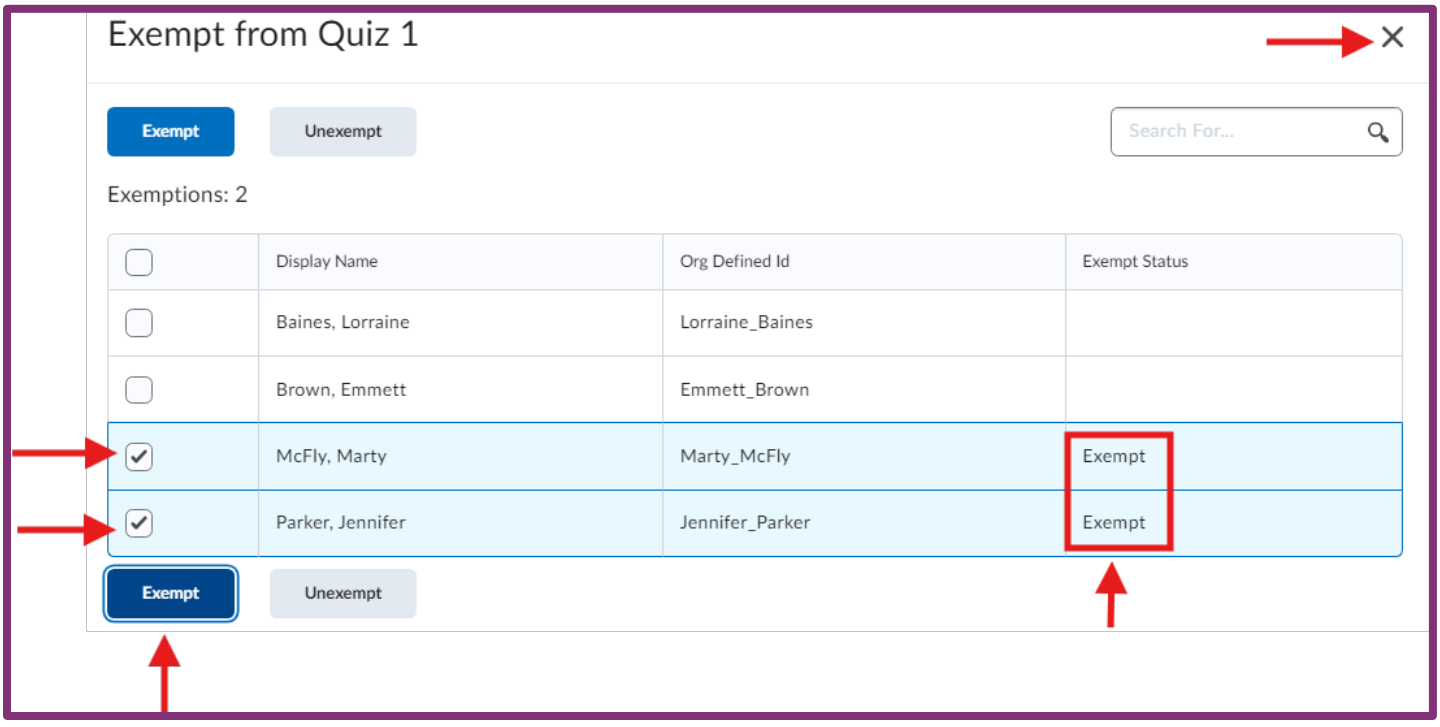


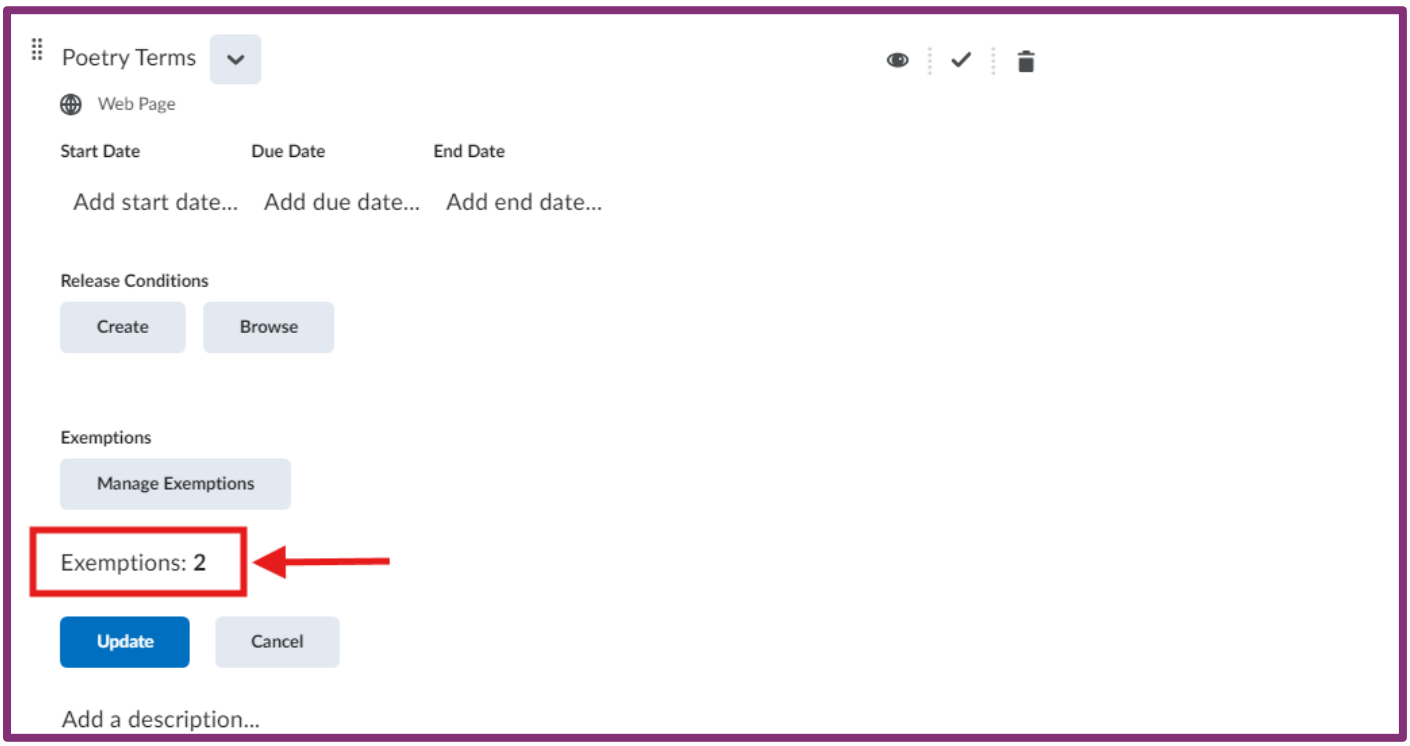
Step 4

Click the box next to the names of the students to be exempted and select the blue “Exempt” button.

The word “Exempt” should appear in the Exempt Status column.

Click the “X” in the upper right corner to close the Exempt Status window.



Step 5

Confirm that the correct number of exemptions are listed.