

# Setting Exemptions for Students

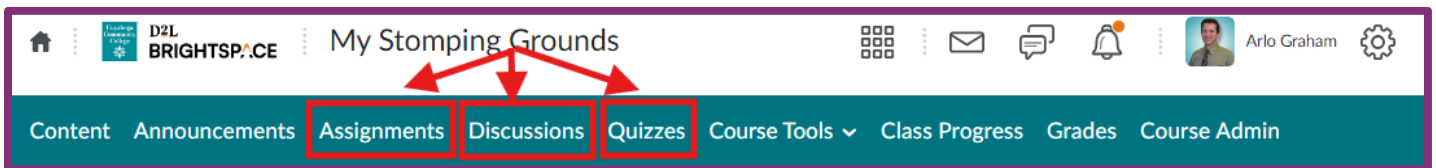
## Introduction

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

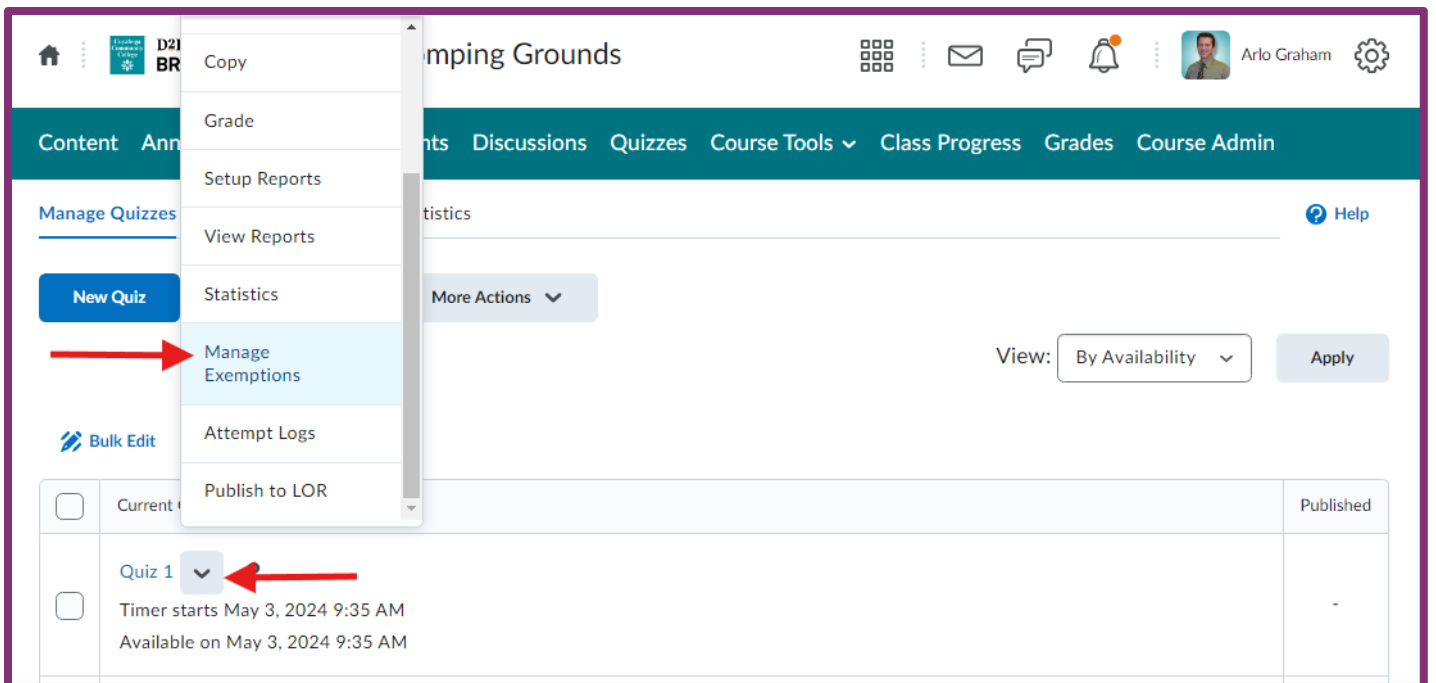
### Step 1

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.

Exempt from Quiz 1

Exempt Unexempt Search For... Q

Exemptions: 2

<input type="checkbox"/>	Display Name	Org Defined Id	Exempt Status
<input type="checkbox"/>	Baines, Lorraine	Lorraine_Baines	
<input type="checkbox"/>	Brown, Emmett	Emmett_Brown	
<input checked="" type="checkbox"/>	McFly, Marty	Marty_McFly	Exempt
<input checked="" type="checkbox"/>	Parker, Jennifer	Jennifer_Parker	Exempt

Exempt Unexempt

### Step 4

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

Current Quizzes

Quiz 1 v [Key Icon]

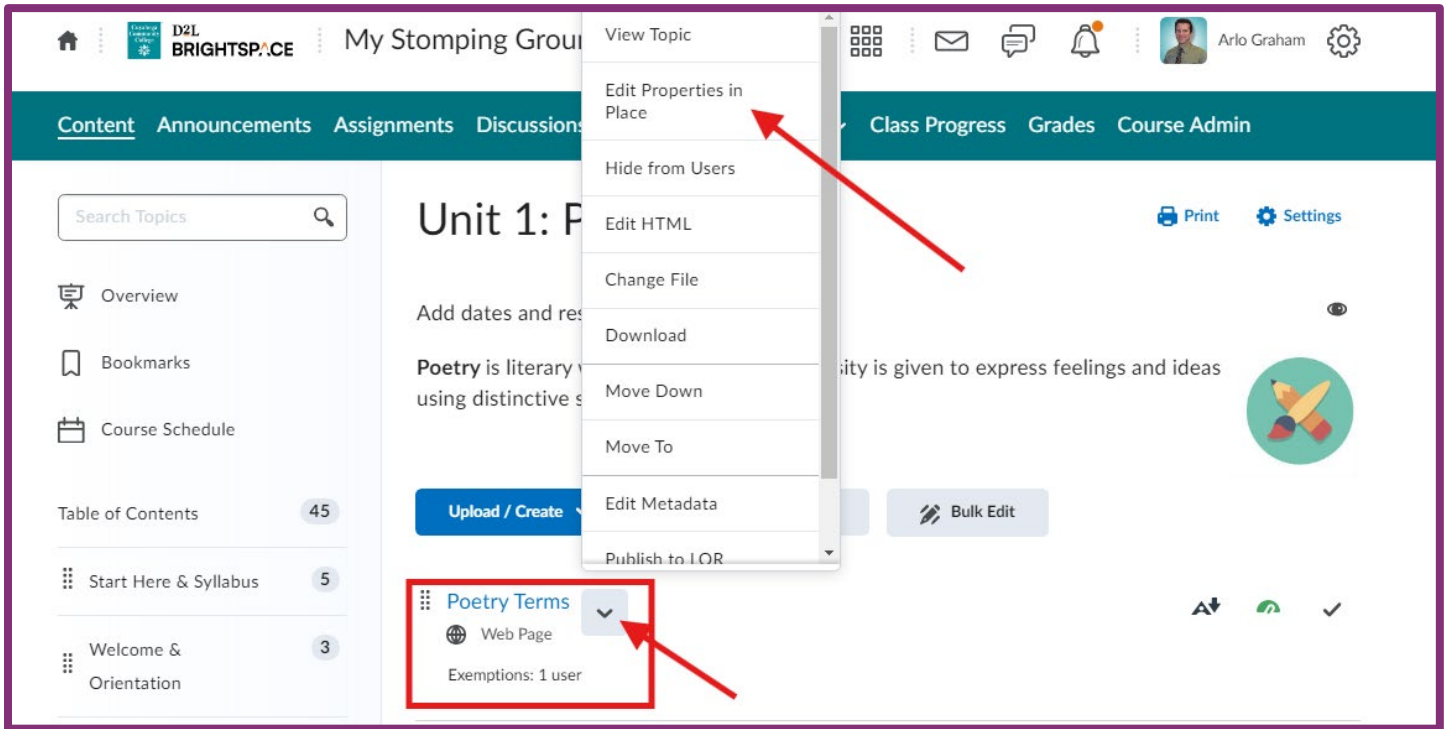
Timer starts May 3, 2024 9:35 AM

Available on May 3, 2024 9:35 AM

## 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”.



The screenshot shows the D2L Brightspace interface. At the top, there is a navigation bar with 'Content', 'Announcements', 'Assignments', and 'Discussions'. Below this is a search bar and a sidebar with 'Overview', 'Bookmarks', and 'Course Schedule'. The main content area displays 'Unit 1: Poetry Terms' with a description: 'Poetry is literary... using distinctive...'. A contextual menu is open over the 'Poetry Terms' topic, listing options such as 'View Topic', 'Edit Properties in Place', 'Hide from Users', 'Edit HTML', 'Change File', 'Download', 'Move Down', 'Move To', 'Edit Metadata', and 'Publish to LOR'. A red arrow points to 'Edit Properties in Place'. Below the menu, the 'Poetry Terms' topic is highlighted with a red box, and another red arrow points to the dropdown arrow next to it. The topic details show 'Web Page' and 'Exemptions: 1 user'.

### Step 2

Choose “Add dates and restrictions...”



This close-up screenshot shows the 'Poetry Terms' topic details. The 'Add dates and restrictions...' button is highlighted with a red box, and a red arrow points to it from the right. Below the button is the text 'Add a description...'. The interface also shows icons for visibility, a checkmark, and a trash can.

### Step 3

Choose “Manage Exemptions”

Poetry Terms

Web Page

Start Date Due Date End Date

Add start date... Add due date... Add end date...

Release Conditions

Create Browse

Exemptions

Manage Exemptions

Update Cancel

Add a description...

### 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.

Exempt from Quiz 1

Exempt Unexempt

Search For...

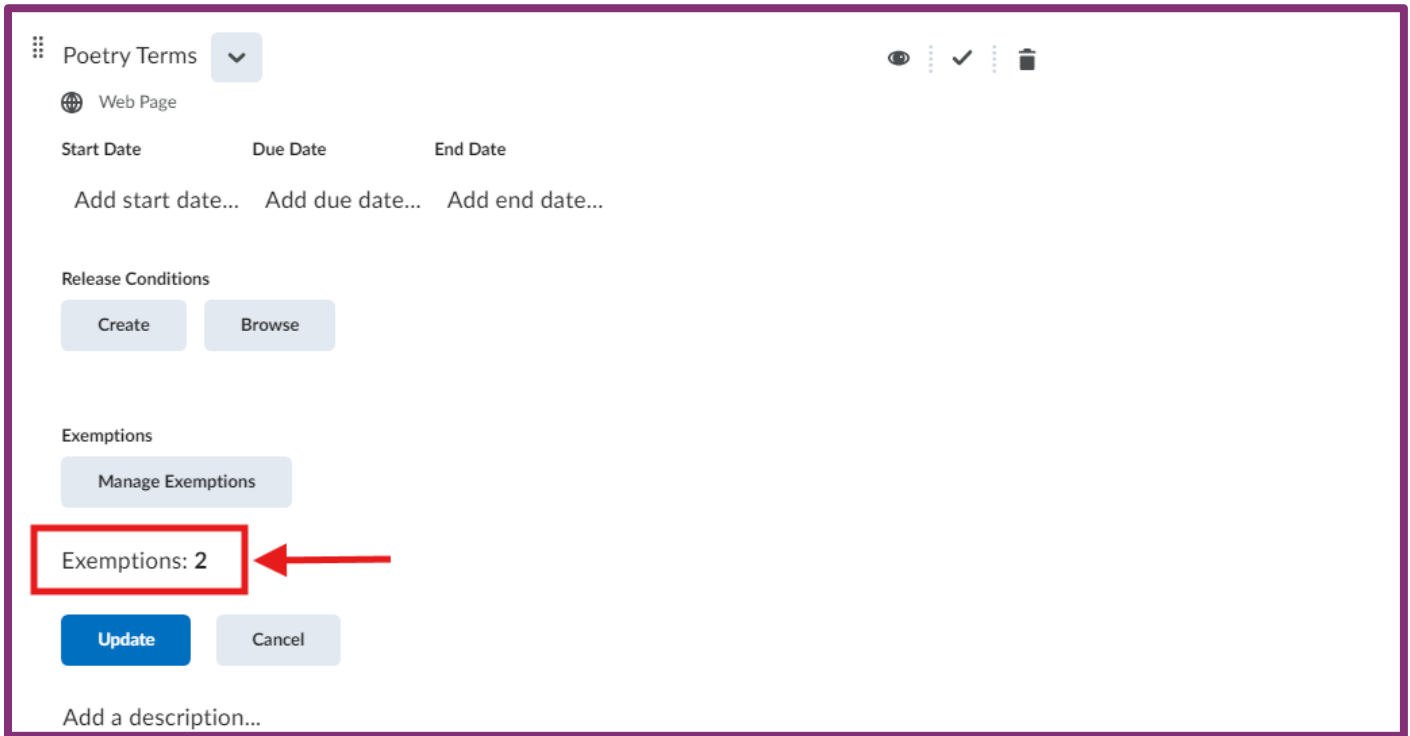
Exemptions: 2

<input type="checkbox"/>	Display Name	Org Defined Id	Exempt Status
<input type="checkbox"/>	Baines, Lorraine	Lorraine_Baines	
<input type="checkbox"/>	Brown, Emmett	Emmett_Brown	
<input checked="" type="checkbox"/>	McFly, Marty	Marty_McFly	Exempt
<input checked="" type="checkbox"/>	Parker, Jennifer	Jennifer_Parker	Exempt

Exempt Unexempt

## Step 5

Confirm that the correct number of exemptions are listed.



The screenshot shows a course management interface for 'Poetry Terms'. At the top, there is a menu icon, the title 'Poetry Terms', and a dropdown arrow. To the right are icons for visibility, a checkmark, a refresh, and a trash. Below this is a 'Web Page' icon and the text 'Web Page'. There are three columns for 'Start Date', 'Due Date', and 'End Date', each with a placeholder 'Add start date...', 'Add due date...', and 'Add end date...' respectively. Under 'Release Conditions', there are 'Create' and 'Browse' buttons. The 'Exemptions' section has a 'Manage Exemptions' button. A red box highlights the text 'Exemptions: 2', with a red arrow pointing to it from the right. Below this are 'Update' and 'Cancel' buttons. At the bottom, there is a text input field with the placeholder 'Add a description...'.