



Exempting Students from Grades – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you want to exempt a student from a specific grade item, for example, if a student has missed an assessment due to illness and you want that assessment to be excluded from her final grade (meaning that her final grade will be automatically recalculated to exclude that grade item).

Steps

1. Go to the **Grades** tool in your course, and make sure you are in the **Enter Grades** area.
2. Click the down arrow next to the title of the item you wish to exempt the student from, and select **Grade All**.

The screenshot shows the 'Enter Grades' interface in D2L. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. Below the tabs are buttons for 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions'. A 'Note' section states: 'Some grade items/categories are not displayed, click Manage Columns to change which items are visible.' Below the note, there is a 'View By:' dropdown set to 'User' and a 'Search For...' field. The main table displays student grades for various presentations. The columns are 'Last Name ▲, First Name', 'Presentation 1', 'Presentation 2', 'Presentation 3', and 'Subtotal'. The table contains five rows of student data. A red box highlights the 'Grade All' option in the dropdown menu for 'Presentation 2'. A red arrow points to the 'Grade All' option.

Last Name ▲, First Name	Presentation 1	Presentation 2	Presentation 3	Subtotal
A_Student, Demo	87.5 %	- %		8.75 / 10, 87.5 %
Student, Training01	72.5 %	- %		7.25 / 10, 72.5 %
Student, Training02	40 %	- %		4 / 10, 40 %
Student, Training03	98.75 %	- %		9.88 / 10, 98.75 %
Student, Training04	62.5 %	- %	- %	6.25 / 10, 62.5 %



3. Select the student you want to exempt, then click **Exempt**. The word Exempt will appear in the Scheme column for that student. Click **Save and Close**.

Grade Item: Presentation 2 ▾

► Show details and overall feedback

Users

View By: User ▾ Apply

Search For... 🔍 Show Search Options

Set Grades Clear Grades Add Feedback **Exempt** Unexempt Email

	Last Name ▲, First Name	Grade	Weighted Grade	Scheme	Feedback
<input type="checkbox"/>	A_Student, Demo ▾	15 / 20	- / -	-%	No feedback provided. ✎
<input type="checkbox"/>	Student, Training01 ▾	20 / 20	- / -	-%	No feedback provided. ✎
<input checked="" type="checkbox"/>	Student, Training02 ▾	- / -	- / -	Exempt	No feedback provided. ✎
<input type="checkbox"/>	Student, Training03 ▾	12 / 20	- / -	-%	No feedback provided. ✎
<input type="checkbox"/>	Student, Training04 ▾	18 / 20	- / -	-%	No feedback provided. ✎


50 per page ▾

Save and Close Save Cancel

4. In the Confirmation pop-up, click **Yes**. The selected student will now have a Final Grade calculation which excludes the exempted item.

ation 2 ▾

Confirmation

 You are about to save changes. Are you sure you want to continue?

Yes No

Add Feedback Exempt Unexempt Email



5. You can also exempt a student from multiple items. To do this, from **Enter Grades**, click on the name of the student you wish to exempt from multiple items.

The screenshot shows the 'Enter Grades' interface with a table of student grades. A red arrow points to the dropdown menu for 'Student, Training04'.

Presentations			
Presentation 1	Presentation 2	Presentation 3	Subtotal
87.5 %	75 %	~%	8.33 / 10, 83.33 %
72.5 %	100 %	~%	8.17 / 10, 81.67 %
40 %	Exempt	~%	4 / 10, 40 %
98.75 %	60 %	~%	8.58 / 10, 85.83 %
62.5 %	90 %	~%	7.17 / 10, 71.67 %

6. Click on the down arrow next to their name, and select **Bulk edit exemptions**.

The screenshot shows the 'Training04 Student' profile page. A red arrow points to the 'Bulk edit exemptions' option in the dropdown menu.

Training04 Student

User Details

Name: Student, Training04

Org Defined ID: Anonymous User

Email: training.student04

Username: training.student04

Final Grade

Final Calculated Grade: 7.17 / 10

Final Adjusted Grade

Save and Close, Save, Cancel



7. Select the items you wish to exempt the student from, and click **Save and Close**.

Training Course 03 Course Home My Tools ▾ Edit Course

Edit Grade Exemptions for Training04 Student ▾

Grade Item	Grade	Exempt
Presentations Select / Unselect All		
Presentation 1	62.5 %	<input type="checkbox"/>
Presentation 2	90 %	<input type="checkbox"/>
Presentation 3	-%	<input checked="" type="checkbox"/>
Assignments Select / Unselect All		
Assignment 1	-%	<input type="checkbox"/>
Assignment 2	-%	<input checked="" type="checkbox"/>
Assignment 3	-%	<input type="checkbox"/>
Quizzes Select / Unselect All		
Quiz 1	-%	<input type="checkbox"/>
Quiz 2	-%	<input checked="" type="checkbox"/>
Participation	-%	<input type="checkbox"/>
Final Exam	-%	<input type="checkbox"/>

Save and Close Save Cancel

8. In the Student details area, click **Save and Close** to return to Enter Grades. In the Confirmation pop-up, click **Yes**. That student will now be exempted from the items you selected.

Training Course 03 Course Home My Tools ▾ Edit Course

Training04 Student ▾

< >

User Details

Name
Student, Training04

Org Defined ID
Anonymous User

Email
training.student04

Username
training.student04

Final Grade
[Show Comments](#)

Final Calculated Grade
7.17 / 10

Final Adjusted Grade

Save and Close Save Cancel

Things to Remember

Exempting a student from a grade is not the same as dropping the lowest grade item in a Category. See the tutorial *Dropping the Lowest Grade Item in a Category* for further information.



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