



## 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](mailto: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 indicates that some grade items/categories are not displayed and suggests clicking 'Manage Columns' to change which items are visible. There is a 'View By:' dropdown set to 'User' and a search bar. Below the search bar is an 'Email' icon. The main area is a table with columns for 'Last Name', 'First Name', 'Presentation 1', 'Presentation 2', 'Presentation 3', and 'Subtotal'. A dropdown menu is open for 'Presentation 2', showing options: 'Properties', 'Edit', 'Grade All', 'Statistics', and 'Event Log'. A red arrow points to the 'Grade All' option. The table contains data for several students, including 'A\_Student, Demo' and 'Student, Training01' through 'Training04'. The 'Grade All' option is highlighted in blue.

Last Name ▲, First Name		Presentations ▼			Subtotal
		Presentation 1 ▼	Presentation 2 ▼	Presentation 3 ▼	
<input type="checkbox"/>	A_Student, Demo ▼	87.5 %	-%		8.75 / 10, 87.5 %
<input type="checkbox"/>	Student, Training01 ▼	72.5 %	-%		7.25 / 10, 72.5 %
<input type="checkbox"/>	Student, Training02 ▼	40 %	-%		4 / 10, 40 %
<input type="checkbox"/>	Student, Training03 ▼	98.75 %	-%		9.88 / 10, 98.75 %
<input type="checkbox"/>	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.

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 name 'Student, Training04' in the table, which is highlighted with a red box. The table has columns for 'Last Name, First Name', 'Presentations', and 'Subtotal'. The 'Presentations' column is further divided into 'Presentation 1', 'Presentation 2', and 'Presentation 3'. The row for 'Student, Training04' shows a grade of 40% for Presentation 1, 'Exempt' for Presentation 2, and 0% for Presentation 3, resulting in a subtotal of 4 / 10, 40%.

Last Name, First Name	Presentations			Subtotal
	Presentation 1	Presentation 2	Presentation 3	
A_Student, Demo	87.5 %	75 %	0 %	8.33 / 10, 83.33 %
Student, Training01	72.5 %	100 %	0 %	8.17 / 10, 81.67 %
Student, Training02	40 %	Exempt	0 %	4 / 10, 40 %
Student, Training03	98.75 %	60 %	0 %	8.58 / 10, 85.83 %
Student, Training04	62.5 %	90 %	0 %	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' user details page. A red arrow points to the dropdown menu next to the name, and a red box highlights the 'Bulk edit exemptions' option. The page displays user details such as Name, Org Defined ID, Email, Username, and Final Grade.

**Training04 Student**

User Details

Name: Student, Training04

Org Defined ID: Anonymous User

Email: training.student04

Username: training.student04

Final Grade: 7.17 / 10

Buttons: Save and Close, Save, Cancel



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

Grade Item	Grade	Exempt
Presentations		
<a href="#">Select / Unselect All</a>		
Presentation 1	62.5 %	<input type="checkbox"/>
Presentation 2	90 %	<input type="checkbox"/>
Presentation 3	-%	<input checked="" type="checkbox"/>
Assignments		
<a href="#">Select / Unselect All</a>		
Assignment 1	-%	<input type="checkbox"/>
Assignment 2	-%	<input checked="" type="checkbox"/>
Assignment 3	-%	<input type="checkbox"/>
Quizzes		
<a href="#">Select / Unselect All</a>		
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.



This content is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounproject.com/).