Exempting Students from an Item in a Category – 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, but have her grade go to another specific grade item (for example, if she missed the Midterm and you want to exempt her from the Midterm and have the Midterm grade to automatically go to the Final Exam grade).

Steps

1. Go to the **Grades** tool in your course, and make sure you are in the **Manage Grades** area.

2. Create a Category for the items in question, here, the **Midterm** and **Final Exam** items – we will call the Category **Exams**. Make sure the Category weight is the sum of the **Midterm** (here 15%) and **Final Exam** (here 25%) weights in the gradebook. Here, the Category weight will be 15% + 25% = 40%. Select **Manually assignment weight to items in the category**, and click **Save and Close**.

Training Course 03   Course Home   My Tools ⌄   ePortfolio   My Media   Course Media   Edit Course

Enter Grades   **Manage Grades**   Schemes   ⚙ Settings   ❓ Help

New ⌄   More Actions ⌄

Item

Category

	Grade Item	Type	Association	Max. Points	Weight
☐	Midterm ⌄	Numeric	-	65	15
☐	Final Exam ⌄	Numeric	-	150	25
☐	Video Quizzes ⌄				20

General

Name *

Exams

Short Name

[   ] ❓

▷ Show Description

Grading

Weight

40   ❓

☐ Allow category grade to exceed category weight ❓

Distribution

◉ Manually assign weight to items in the category
○ Distribute weights by points across all items in the category
○ Distribute weight evenly across all items
    [0]   Number of highest non-bonus items to drop for each user ❓
    [0]   Number of lowest non-bonus items to drop for each user ❓

Save and Close   Save and New   Save   Cancel

3. Edit each grade item (**Midterm** and **Final Exam**) and move then into the **Exams** Category, setting their weightings accordingly (so that they will still hold the same weight in the gradebook.) For this example, the **Midterm** should be weighted to 37.5% (15x100/40) within the Category, and the **Final Exam** weighted to 62.5% (25x100/40) within the Category.

✎ Bulk Edit

	Grade Item	Type	Association	Max. Points	Weight
☐	Exams ⌄				40
☐	Midterm ⌄	Numeric	-	65	15
☐	Final Exa	Edit	Numeric	-	150	25
☐	Video Qu	Hide from Users				20
☐	Vid	Enter Grades	Numeric	-	2	40
☐	Vid	View Statistics	Numeric	-	2	60
☐	Assignments ⌄	View Event Log				20

Type

Numeric

Name *

Midterm

Short Name

❓

Category

None ⌄   [New Category]

None

Exams (40% of final grade)

Video Quizzes (20% of final grade)

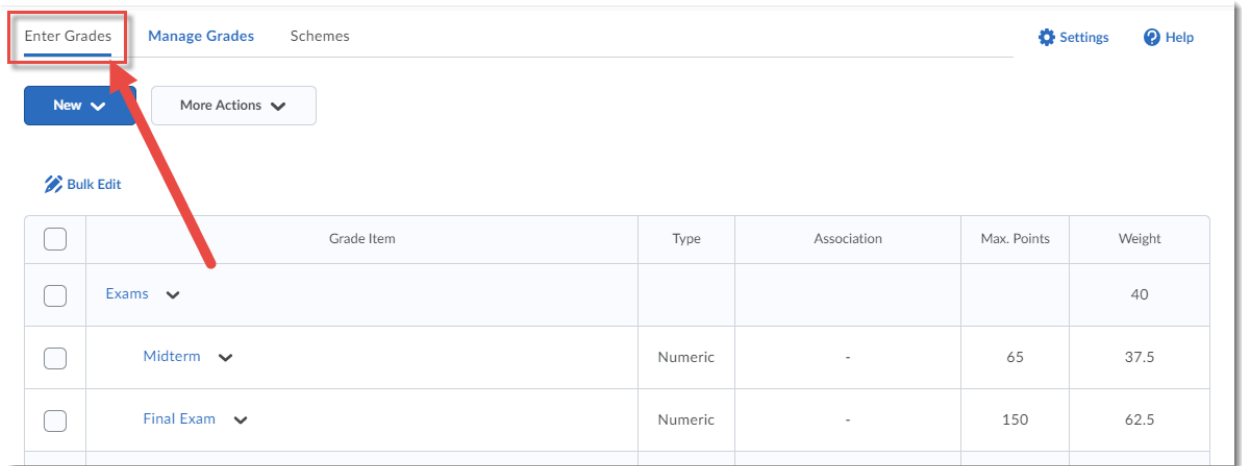Assignments (20% of final grade)

Presentations (10% of final grade)

65 ❓

Weight *

37.5 ❓
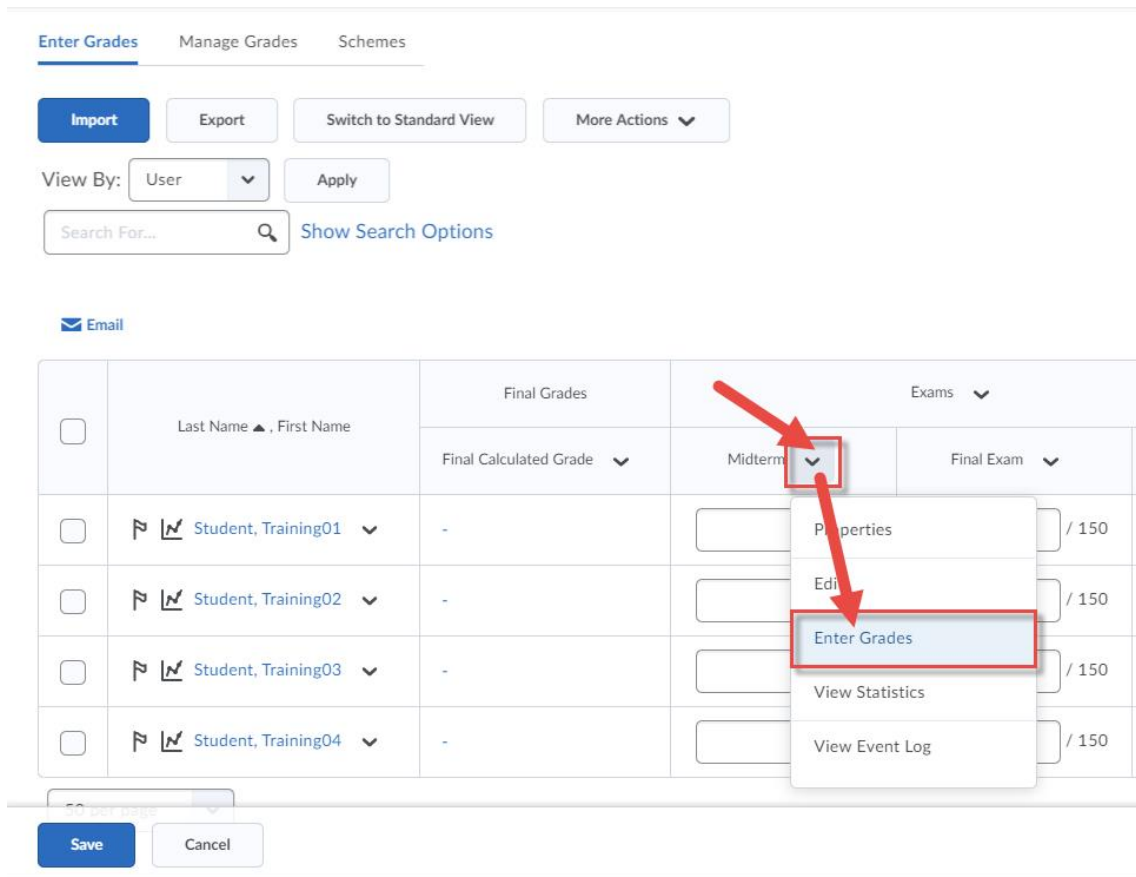
Can Exceed

| **Save and Close** | Save and New | Save | Cancel |

4. When you are ready to exempt the student from the Midterm, go to the **Enter Grades** area.

5. Click the down arrow next to the title of the item you wish to exempt the student from, and select **Enter Grades**.

6. 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**.

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

Things to Remember

Note that you can move items into a Category at any point during the term – just make sure the calculations are the same and other students won't see a difference in their grading.

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.