



Exempting Students from Assignments – D2L Tutorial

This tutorial is for faculty who have previous experience using the Assignments tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will discuss how to exempt students from an Assignment. This will mean the student's overall grade (assuming the Assignment is connected to a grade item) will be redistributed across the course's grade, or across a Category if the Assignment's grade is part of a Category in the Grades tool.

Steps

1. Go to the **Assignments** tool in your course.
2. Click the down arrow next to an Assignment's title and select **Manage Exemptions**.

The screenshot shows the D2L Assignments tool interface. At the top, there are buttons for 'New Assignment', 'Edit Categories', and 'More Actions'. Below these is a 'Bulk Edit' link. The main area is a table with the following columns: Folder, New Submissions, Completed, Evaluated, and Feedback Published. The table contains several rows of assignments. A red arrow points to the dropdown arrow next to the first assignment, 'Assignment 1', which has opened a menu with the following options: 'New Submissions', 'Edit Folder', 'Hide from Users', 'Manage Exemptions' (highlighted in blue), 'Delete Assignment', 'Copy Assignment', and 'Submission Log'. The 'Manage Exemptions' option is the one to be selected according to the tutorial steps.

Folder	New Submissions	Completed	Evaluated	Feedback Published
No Category				
Assignment 1	1	3/4	2/4	2/4
Assignment 2		3/4	3/4	3/4
Assignment 3	1	3/4	4/4	0/4
Text submission	3	2/4	0/4	0/4
On-Paper Sub	1	1/4	0/4	0/4
Test Assignme		0/4	0/4	0/4
Assignments				
Test Assignment	2	4/4	2/4	2/4



3. Select the student(s) you wish to be exempted from the Assignment and click **Exempt**. Click the X at the top right to return to the main Assignments area.

Exempt from Assignment 1

Exempt Unexempt Search For... Q

Exemptions: 1

	Display Name	Org. Defined Id	Exempt Status
<input checked="" type="checkbox"/>	Student, Training01	training.student01	Exempt
<input type="checkbox"/>	Student, Training02	training.student02	
<input type="checkbox"/>	Student, Training03	training.student03	
<input type="checkbox"/>	Student, Training04	training_four	

Exempt Unexempt

4. The student(s) will now see that they are **Exempted** from the Assignment. They will also show as **Exempt** in the related Grade Item in the Grades tool (in Enter Grades). And if you delete their exemption from the Grades tool, that “unexemption” will also show up in the Assignment tool (in other words, the Grades tool and Assignments tool talk to each other with regards to exemptions!)

Student View of Assignments when Exempted:

Assignments Help

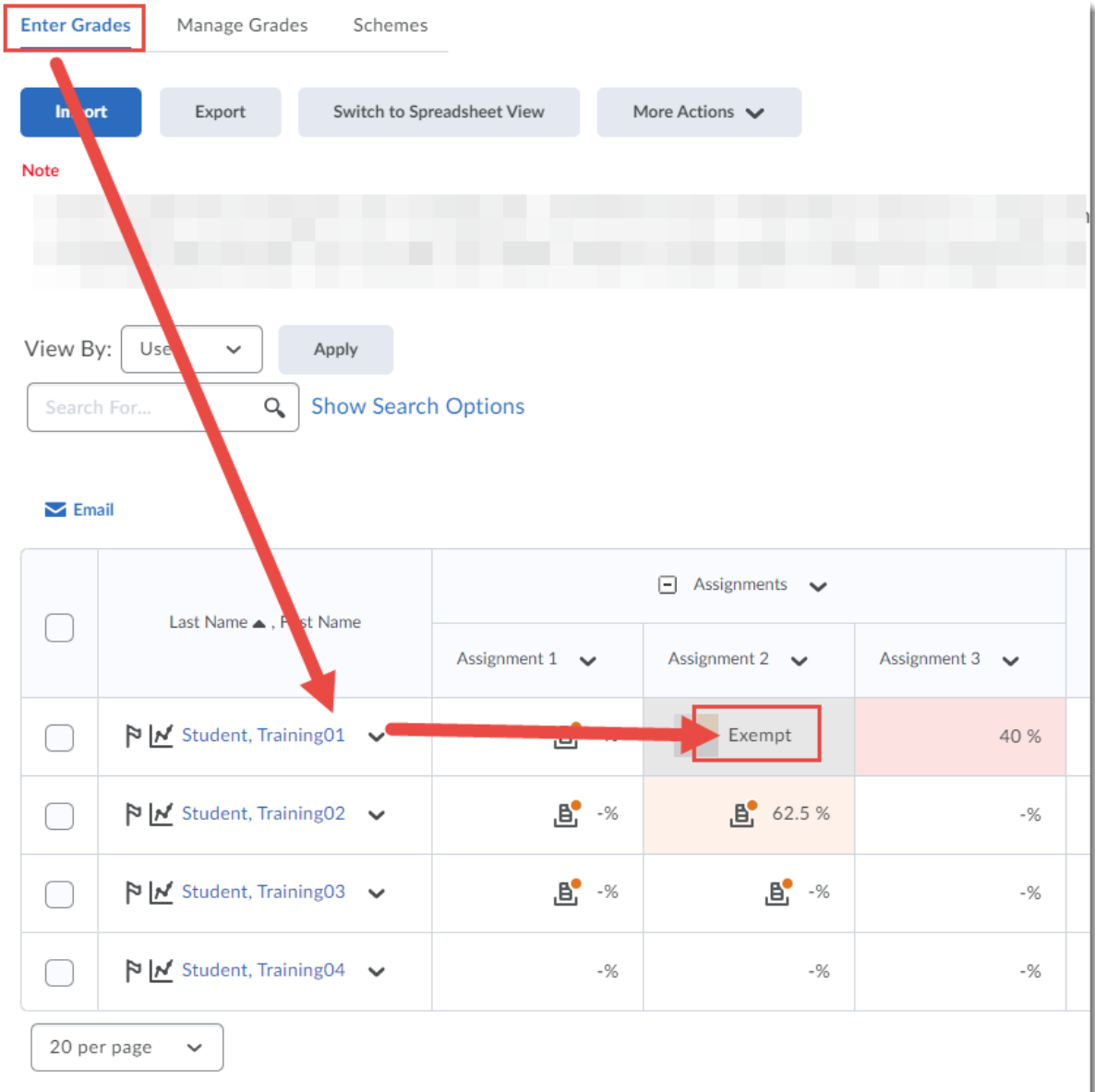
View History

Folder	Completion Status	Score	Evaluation Status
No Category			
Assignment 1	Exempted		
Assignment 2	1 Submission, 1 File		
Assignment 3	6 Submissions, 6 Files		



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Instructors view of the **Enter Grades** area. In this case, the Midterm component of the student's grade will be distributed evenly through the entire gradebook (you can NOT automatically apply this grade to a specific individual grade item unless the exempted grade item and the second grade item are in the same **Category** in the gradebook.)



The screenshot shows the 'Enter Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', and 'Schemes'. Below these are buttons for 'Import', 'Export', 'Switch to Spreadsheet View', and 'More Actions'. A 'Note' section is present but blurred. Below the note, there are 'View By' and 'Apply' options, along with a search bar and 'Show Search Options' link. An 'Email' icon is also visible. The main part of the interface is a table with columns for 'Last Name, First Name', 'Assignment 1', 'Assignment 2', and 'Assignment 3'. The first row shows a student named 'Student, Training01' with a grade of '40 %' in the 'Assignment 2' column. A red box highlights the 'Exempt' button in the 'Assignment 2' column for this student. A red arrow points from the 'Enter Grades' tab to the 'Exempt' button. Below the table, there is a '20 per page' dropdown menu.

	Last Name ▲, First Name	Assignments ▼		
		Assignment 1 ▼	Assignment 2 ▼	Assignment 3 ▼
<input type="checkbox"/>	Student, Training01 ▼		Exempt	40 %
<input type="checkbox"/>	Student, Training02 ▼	-%	62.5 %	-%
<input type="checkbox"/>	Student, Training03 ▼	-%	-%	-%
<input type="checkbox"/>	Student, Training04 ▼	-%	-%	-%

Things to Remember

You can also exempt a student from any grade item through the Grades tool. See the tutorial *Exempting Students from Grade Items* for more information.



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