



Exempting Students from Quizzes – D2L Tutorial

This tutorial is for faculty who have previous experience using the Quizzes 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 a quiz. This will mean the student's overall grade (assuming the Quiz is connected to a grade item) will be redistributed across the course's grade, or across a Category if the Quiz's grade is part of a Category in the Grades tool.

Steps

1. Go to the **Quizzes** tool in your course.
2. Select **Manage Exemptions**.

The screenshot shows the D2L Quizzes tool interface. At the top, there are navigation tabs: "Manage Quizzes" (selected), "Question Library", "Statistics", and "LockDown Browser". Below these are buttons for "New Quiz", "Edit Categories", and "More Actions". A "Bulk Edit" icon is also visible. The main area displays a list of quizzes. The second quiz, "Master Quiz", is selected, and its dropdown menu is open. A red arrow points from the dropdown arrow icon to the "Manage Exemptions" option at the bottom of the menu. Other options in the menu include "Edit", "Make Visible to Users", "Preview", "Delete", "Grade", "Reports", and "Statistics".



3. Select the student(s) you wish to be exempted from the Quiz and click **Exempt**.

Exempt from Master Quiz X

Exempt **Unexempt**

Exemptions: 0

<input type="checkbox"/>	Display Name	Org Defined Id	Exempt Status
<input checked="" type="checkbox"/>	Student, Training01	training.student01	
<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 Quiz. 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 Quizzes tool (in other words, the Grades tool and Quizzes tool talk to each other with regards to exemptions!)

Student View:

Quiz List Help

Current Quizzes	Evaluation Status	Attempts
Master Quiz (exempted) ▼ 🔑		2 / 3
All About Quizzes ▼ Due on Jan 23, 2020 3:00 PM	Feedback: On Attempt	4 / unlimited
Quiz 1 ▼ Due on Mar 20, 2020 10:50 PM		0 / 1



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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.)

Enter Grades Manage Grades Schemes

Import Export Switch to Spreadsheet View More Actions

Note

- Some grade items/categories are not displayed, click More Actions - Hide/Show Columns to change what is visible.
- 'Final Calculated Grade' sums to 120%, not 100%. Verify the total weight of all top level categories and items.

View By: User Apply

Search For... Show Search Options

Email

	Last Name ▲, First Name	Exams	Presentations	
		Midterm	Presentation 1	Presentation 2
<input type="checkbox"/>	Student, Training01	Exempt	80 %	-%
<input type="checkbox"/>	Student, Training02	-%	-%	Exempt

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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