



Exempting Students from Content – D2L Tutorial

This tutorial is for faculty who have previous experience using the Content 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 having to complete specific Content topics.

When a student is exempted from a Content topic, the exempted topic title will have an exempted flag, the due date will not be shown, the completion tracking indicator will be removed (if completion tracking is on), and the count of required topics and module completion percentage bar will exclude exempted topics. When the student clicks on a topic they are exempt from, a message displays stating that they are exempt from the topic and that the activity can be viewed but does not need to be completed.

Steps

1. Go to the **Content** tool in your course.
2. Click the down arrow next to a Topic's title and select **Edit Properties in Place**.

The screenshot displays the D2L Content tool interface. On the left is a navigation sidebar with options like Overview, Bookmarks, Course Schedule, and a Table of Contents. The main area shows a 'Sample Module' with a search bar and options to 'Add dates and restrictions...', 'Add a description...', 'New', 'Add Existing Activities', and 'Bulk Edit'. A list of topics is shown, including 'Getting Started With D2L' (Word Document), 'D2L Content Webpage with...' (Web Page), 'Sample HTML Page in D2L' (Web Page), 'D2L Learning Environment' (Link), and 'H5P example' (Web Page). A red arrow points to the dropdown arrow next to 'Getting Started With D2L', which has opened a menu with options: 'View Topic', 'Edit Properties In-place', 'Hide from Users', 'Change File', 'Submit Feedback', 'Download', and 'Move Down'. The 'Edit Properties In-place' option is highlighted with a red box.



3. Exemptions are managed in the Restrictions area, so click **Add dates and restrictions**.

The screenshot shows the LMS interface for a 'Sample Module'. On the left is a navigation sidebar with options like Overview, Bookmarks, Course Schedule, Table of Contents (56), Sample Module (7), Collaborate Ultra, Kaltura Videos (4), ePortfolio Guides and Templates, ReadSpeaker Workshops, and Sample Rubrics. The main content area is titled 'Sample Module' and includes a search bar, 'Add dates and restrictions...', 'Add a description...', and buttons for 'New', 'Add Existing Activities', and 'Bulk Edit'. Below these are two content items: 'Getting Started With D2L' (Word Document) and 'D2L Content Webpage with Video embedded' (Web Page). The 'Add dates and restrictions...' button under the first item is highlighted with a red box and a red arrow.

4. Click **Manage Exemptions**.

The screenshot shows the LMS interface for a 'Sample Module' with the 'Add dates and restrictions...' modal open. The modal contains fields for 'Start Date', 'Due Date', and 'End Date', each with an 'Add...' button. Below these are 'Release Conditions' with 'Create' and 'Browse' buttons. At the bottom, the 'Exemption' section has a 'Manage Exemptions' button highlighted with a red box and a red arrow, along with 'Update' and 'Cancel' buttons.



5. Select the student(s) you wish to be exempted from the Content topic and click **Exempt**. Click the X at the top right to return to the Topic editing area.

Exempt from Getting Started With D2L

Exempt Unexempt Search For...

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

6. Click **Update** to save your changes!!

Search Topics

Overview Bookmarks Course Schedule

Table of Contents 56

Sample Module 7

Collaborate Ultra

Kaltura Videos 4

ePortfolio Guides and Templates

ReadSpeaker Workshops

Sample Rubrics

Sample Module

Add dates and restrictions...

Add a description...

New Add Existing Activities Bulk Edit

Getting Started With D2L

Word Document

Start Date Due Date End Date

Add start date... Add due date... Add end date...

Release Conditions

Create Browse

Exemptions

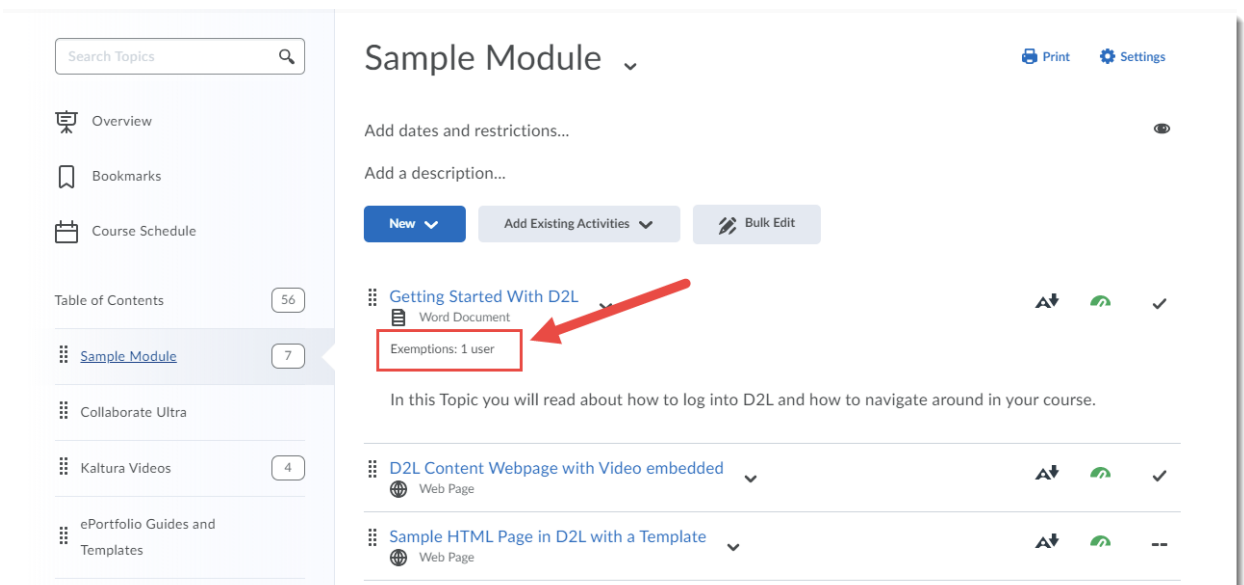
Manage Exemptions

Update Cancel



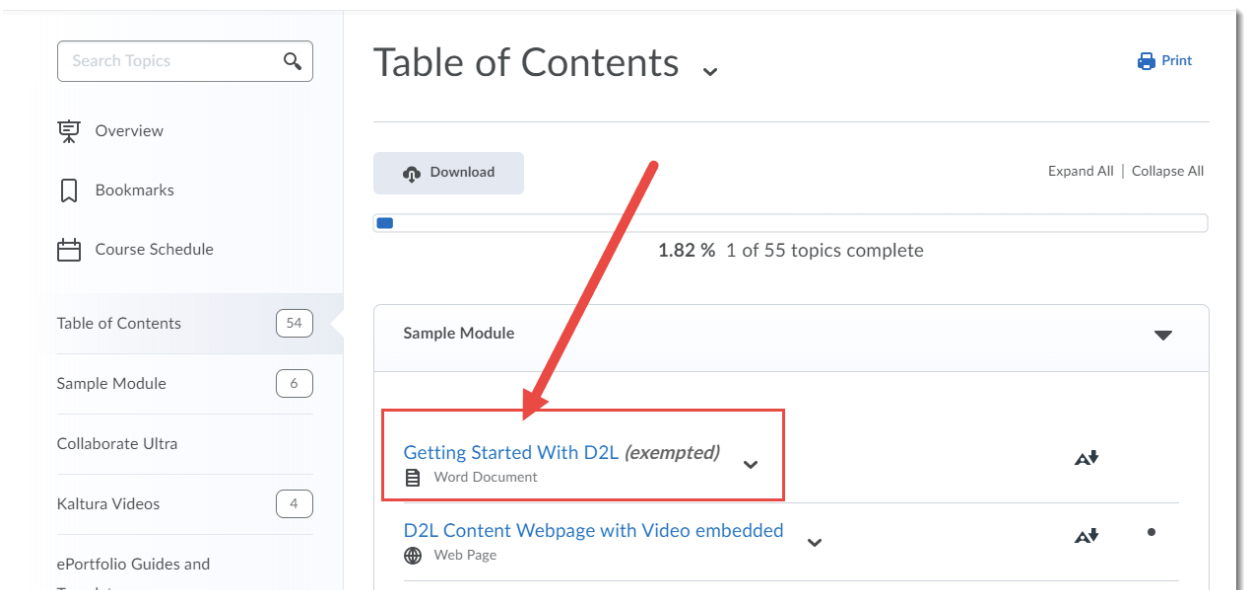
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7. When you click on the Module title to get back to the main Content view, you will see an indication that there are Exemptions on this Topic. Note that you can't see who is exempted unless you go back to the **Manage Exemptions** table.



8. The student(s) will now see that they are **Exempted** from the Topic.

Student View of Content when Exempted:



Things to Remember

You can also exempt a student from an **Assignment**, a **Quiz**, or a **Grade** item. See the relevant tutorials for more information.



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