Exempting Grades

Instructors can exempt students from any grade item in the **Grade Center**. Exempted items are not added into any statistical or total grade calculations. Existing grades that have been exempted are not deleted but are ignored in all total and statistical calculations

Exemptions entered for system-generated columns are saved as the **Override** grade. Exemptions entered for manually created columns are saved as the grade for the column when no **Override** grade exists. When a grade has been exempted, an exempted icon will display in the cell of the exempted grade. Comments may be added to any exempted grade.

Exempt a Grade from the Grade Center Page

1. Login to the Bb Learn system and go to your course.

2. Locate the **Course Management Control Panel** under the left hand menu and click on **Grade Center** to open the drop down menu. Click on **Full Grade Center**.

3. **Option 1:** Click on the **action link** (double down arrows) next to the graded item grade in the **Grade Center** column where you wish to make a change, click **Exempt Grade**.

   Option 2: Click on the **action link** (double down arrows) next to a graded item, click **View Grade Details**.
   a. Click the **Manually Override** tab.
   b. Click **Exempt user from this item**.
   c. Add any "**Feedback to User**" or "**Grading Notes**".
   d. Click **Save**.

Clear an Exemption

1. Click on the **action link** (double down arrows) next to the exempted item, click **Clear Exemption**.