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Manage Exemptions

This document explains how to use the Manage Exemptions feature to exempt a student(s) from having to complete activities within a course site. Exemptions are a way that you can excuse students from activities and have it be visually noticeable to a student.

NOTE: **Exemptions do not affect release conditions**. For example, if you have a Content module that has a release condition for students to complete a Quiz before the module opens, exempting a student from that Quiz DOES NOT automatically make that Content module visible. The student would still be required to complete the Quiz for the Content module to be visible.
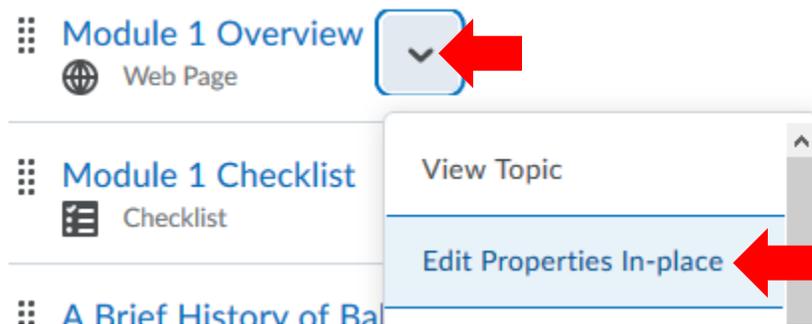
You can exempt students from items within the following:
- Assignments
- Checklists
- Discussion Topics
- External Learning Tools
- Quizzes
- Self-Assessments
- Surveys
- Grade Items

Learning activities such as Assignments, Discussion Topics, and Quizzes that have a Grade Item associated with them will automatically exempt the student from the associated Grade Item when they are exempted from the activity.

Exempting Students in Content

➢ Within any module **Content** tool, click **Down Arrow** next to the title for an item you wish to exempt a student(s) from, and select the **Edit Properties in Place** option.

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➢ Click the text for **Add dates and restrictions...**

Module 1 Overview ⌄

🌐 Web Page

Add dates and restrictions... ⬅

Add a description...

➢ Click on the grey **Manage Exemptions** button.

Module 1 Overview ⌄

🌐 Web Page

Start Date　　　　**Due Date**

Add start date...　Add due

Release Conditions

| Create | | Browse |

Exemptions

| Manage Exemptions | ⬅

| Update | | Cancel |

Add a description...

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➢ Select the checkbox next to the student(s) you wish to exempt, and click the blue **Exempt** button at the top or bottom of the page.

In the **Content** tool, students will then have a visual indicator right within a module noting that they have been exempted from that course activity:

If they try to click on a link for an activity that they have been exempted from, they will see the following message: **You are exempt from this topic. You can view the activity, but you are not required to complete it.** Beside this text is also a like to **Show Exempt Topic** if they still wish to see it.
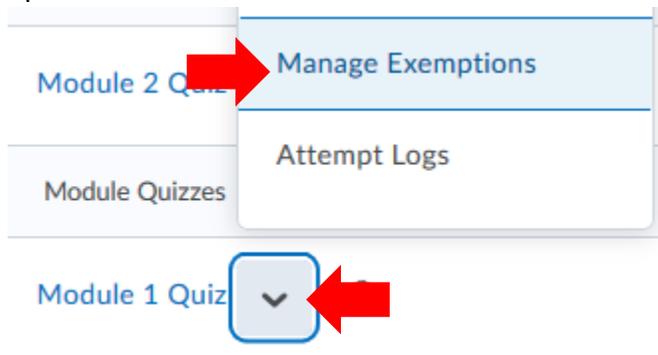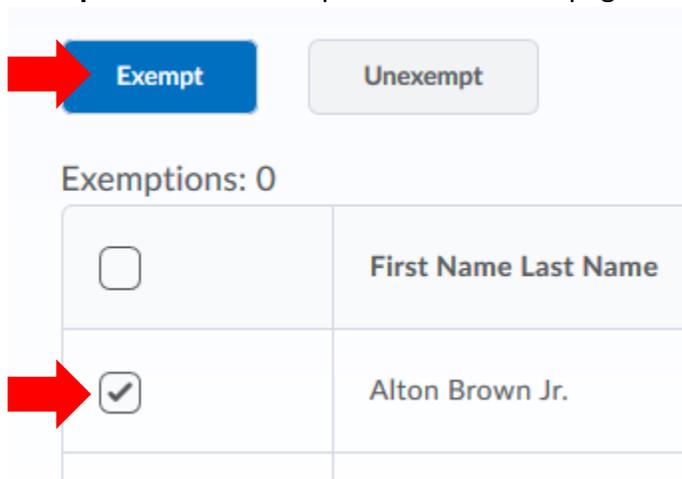
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Exempting Students in Assignments, Discussions, and Quizzes

Learning activities such as Assignments, Discussion Topics, and Quizzes that have a Grade Item associated with them will automatically exempt the student from the associated Grade Item when they are exempted from the activity.

➢ On the Assignments, Discussions, or Quizzes pages, click the **Down Arrow** next to the activity you wish to exempt a student(s) from, and select the **Manage Exemptions** option.
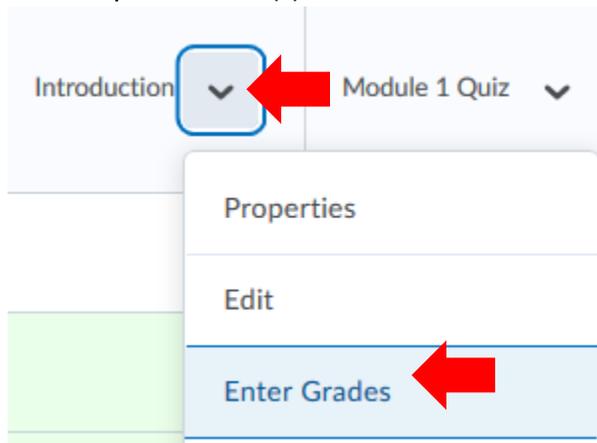

➢ Select the checkbox next to the student(s) you wish to exempt, and click the blue **Exempt** button at the top or bottom of the page.

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Exempting Students in Grades

Grade items that have been exempted for a student will no longer be counted towards the Final Calculated Grade for that student specifically.

➢ On the **Grades** page, click on the **Down Arrow** next to the title for a grade item you wish to exempt a student(s) from.

➢ Select the checkbox next to the student(s) you wish you exempt, then click the blue **Exempt** link above the list of students to grade.