Instructors can exempt a student from any graded item in the Grade Center. An exempted item’s score is not removed, but it is ignored in all total and statistical calculations.

**Method #1 - From Grade Center page**

1. Under the Control Panel menu, expand the **Evaluation** section and click **Grade Center**.

   ![Control Panel](image1)

   In the following example, Sue Student's Module II Test with a score of 87 is the grade that will be exempted.

2. Move the cursor into the cell containing the grade to be dropped.

3. Click the cell’s **Action Link** (double arrows) to display the contextual menu.

   ![Action Link](image2)

4. Select **Exempt Grade**.

5. The score will no longer appear—the cell will display blue diagonal lines, indicating the grade has been exempted for this student. You will need to repeat this same process for each student whose grade you wish to exempt.

   ![Exempt Grade](image3)
Method #2 – From the Grade Detail Page

1. Move the cursor in the cell of the grade to be exempted and click the Action Link to display the contextual menu.

2. Click View Grade Details.

3. On The Grade Details screen, click Override next to the current grade.

4. Check the Exempt student from this item box.

5. Click Save and then OK to return to the Grade Center. The score will no longer appear—the cell will display blue diagonal lines, indicating the grade has been exempted for this student.