

EXCUSED STUDENTS: GRADE BOOK

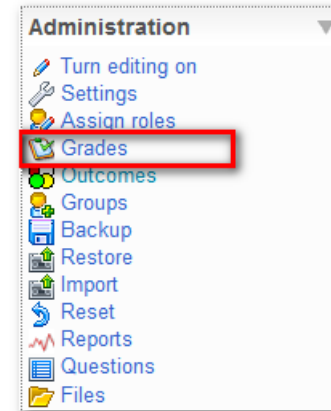
...how to excuse a student from an activity in Moodle

Overview

- If you use your grade book in Moodle, you know and understand that it can often be confusing or not do what you want it to.
- Thanks to *Sarah Konschak*, who has discovered a way to **exclude** students from certain assignments and other activities that they may miss because of travel, if they are an athlete, or another reason.
- The steps that follow will walk you through the process of *excusing a student* from an activity or assignment.

Step by Step

- Step 1: Click **Grades** on the main Moodle page for your course.



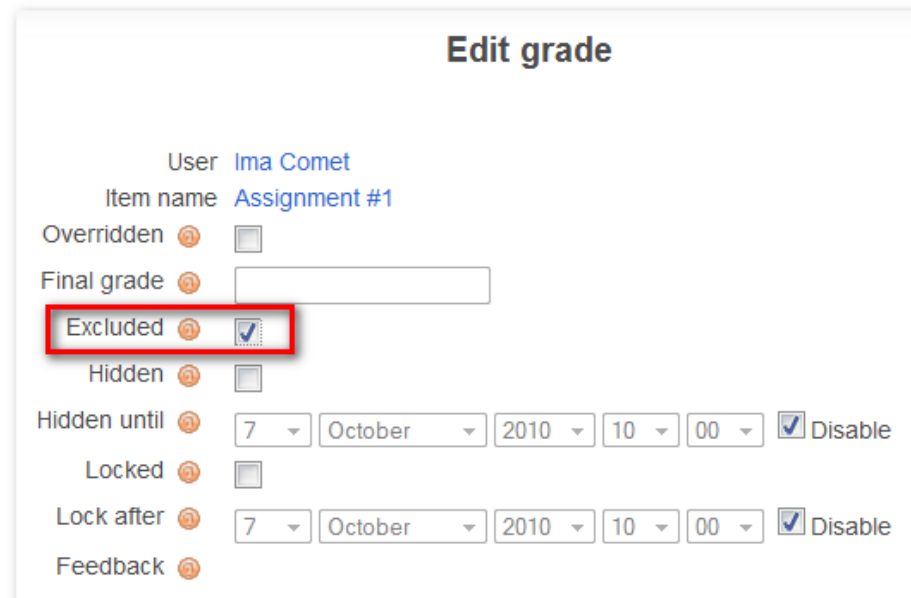
- Step 2: Click **Turn editing on** in the upper right-hand corner.

A screenshot of the 'Turn editing on' button, which is a rectangular button with a grey gradient and a thin border. The text 'Turn editing on' is displayed in a blue, sans-serif font.

- Step 3: Find the student and assignment that should be marked as excused. Click the **small pencil icon** to edit this item.

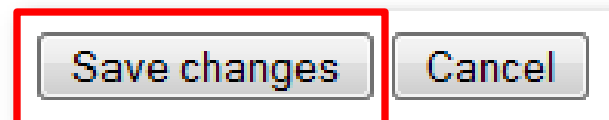
The screenshot shows a software interface for managing student assignments. On the left, a sidebar contains a search bar labeled "First name / Last name" with an upward arrow icon, and a section titled "Controls" featuring a user profile icon for "Ima Comet" and a small grid icon. The main area is divided into two columns. The left column is titled "Moe 101" with a dropdown arrow, and contains a "Tests" section with a pencil and eye icon, and a "Category total" header with a calculator icon and a double-headed arrow. The right column is titled "Assignments" with a dropdown arrow, and contains an "Assignment #1" header with a document icon and a double-headed arrow. A red circle highlights a small pencil icon in the bottom right corner of the "Tests" section, and a red arrow points from a box labeled "Click Here" to this icon.

- Step 4: In the **Edit Grade** screen, you will see a small box next the word **Excluded**. Click the box so a check mark appears as shown here:



The screenshot shows the 'Edit grade' interface. At the top, it says 'Edit grade'. Below that, it shows 'User Ima Comet' and 'Item name Assignment #1'. There are several settings: 'Overridden' (checkbox), 'Final grade' (text input), 'Excluded' (checkbox, highlighted with a red box and containing a checkmark), 'Hidden' (checkbox), 'Hidden until' (date/time picker set to 7 October 2010 10:00 with a 'Disable' checkbox checked), 'Locked' (checkbox), 'Lock after' (date/time picker set to 7 October 2010 10:00 with a 'Disable' checkbox checked), and 'Feedback' (text input).

- Step 5: Click **Save Changes**.



The screenshot shows two buttons: 'Save changes' and 'Cancel'. The 'Save changes' button is highlighted with a red rectangular box.

- ❑ You will now see **excluded** in red next to the assignment the student was excused from.
- ❑ Moodle **will NOT calculate those points** into the student's total for the course [i.e. Ima Comet will have 145 points and the rest of the students will have 150 points]

The screenshot displays the Moodle user interface for a student named Ima Comet. The interface is divided into several sections:

- Top Bar:** Shows the user's name "Moe 101" and a dropdown menu.
- Left Sidebar:** Contains a search bar labeled "First name / Last name" and a "Controls" section with a user profile icon and the name "Ima Comet".
- Main Content Area:** Divided into two columns:
 - Tests:** Shows a "Category total" with a calculator icon.
 - Assignments:** Shows "Assignment #1" with a calculator icon.
- Grade Table:** A table with three columns. The first column has a red box around the word "Excluded". The second and third columns have empty input boxes.

Questions?

**Don't
hesitate to
call with
your
questions!**

□ Call or Email:

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