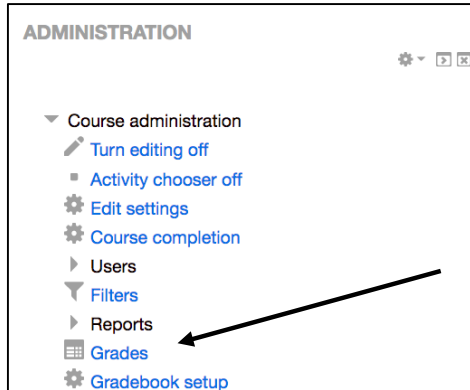


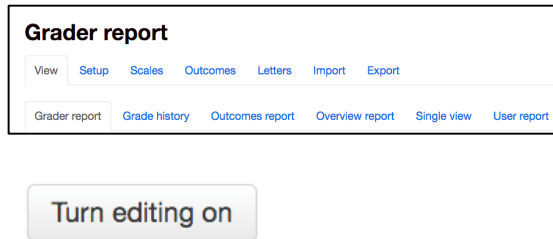
How do I exclude grades in the gradebook?

Occasionally, it may be necessary to exclude a student's score from the overall grade aggregation. This may be due to a number of factors to be determined by the instructor. This process should not be commonplace! It is for only those extenuating circumstances that would warrant the use of an excluded grade. If you have any questions as to when it would be appropriate, please check with your dept. chair or dean.

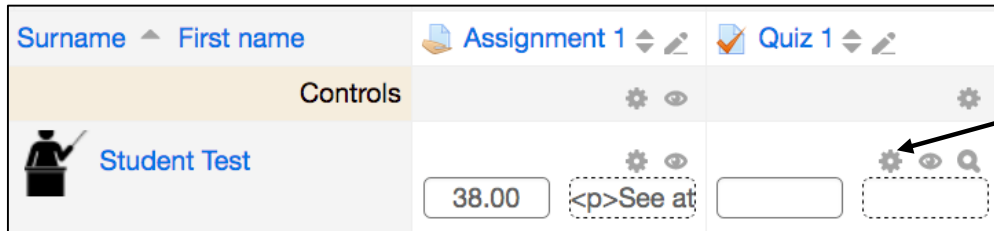
1. Click on **Grades** in the Administration Block.



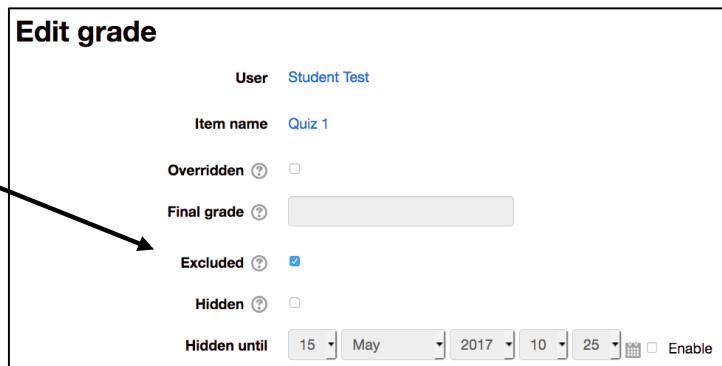
2. In the **Grader report**, turn on the editing feature.



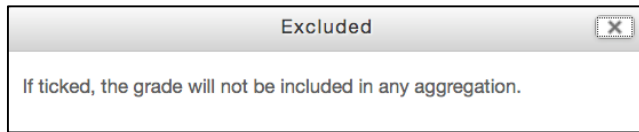
3. Locate the student and the grade you wish to exclude. In this example, we want to exclude the Quiz 1 from the student's aggregate scores. Click on the **cogwheel** (edit grade) setting for that student. Be careful! Double-check to ensure this is the student's grade that needs to be excluded. This must be done on an individual basis.



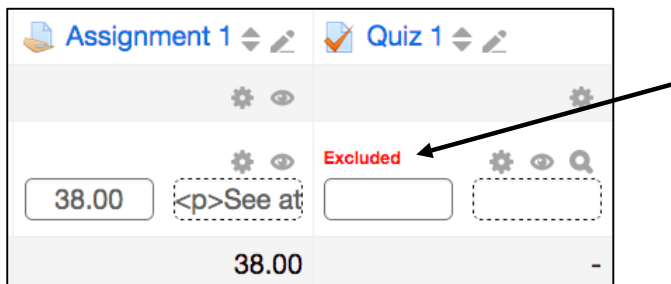
4. On the **Edit grade** page, click on the **Excluded** box. Scroll down and save your changes.



If you click on the ? mark next to the word Excluded, this is the explanation:



5. The grader report now displays **Excluded** (in red) to alert you that the grade has been excluded. Note: This notification only appears in the Grader report. It does not appear in the student's grade view.



6. This will need to be done on an individual basis for each student that needs to have a grade excluded from the overall aggregation.

If you have any further questions, please submit a helpdesk ticket and a Moodle Administrator will assist you.