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# How do I excuse an assignment for a student in the Gradebook?

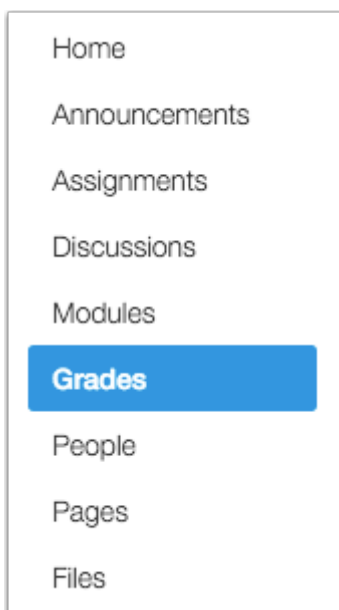
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As needed, you can use the Gradebook to excuse a student from an assignment, discussion, or quiz. You can also excuse a student from a group assignment. Excused assignments are not calculated as part of a student's total grade.






When an assignment is excused, the assignment page and the student grade page will show the student that he or she has been excused from the assignment. Students cannot submit excused assignments.

## Open Grades








In Course Navigation, click the **Grades** link.

## Select Assignment

<i>Student Name</i>	<i>Secondary ID</i>	<i>History Assignment #2</i> Out of 30	<i>Midterm Assignment</i> Out of 25
 <b>Emily Boone</b> History 101	emily.boone.canvas	15	23
 <b>Max Johnson</b> History 101	max.johnson.canva	25	-
 <b>Joe Rogers</b> History 101	joe.rogers.canvas@	28	-
 <b>Nora Sanderson</b> History 101	nora.sanderson.ca	-	-
 <b>Jane Smith</b> History 101	jane.smith.canvas@	30	-






Locate the student and the assignment you want to excuse.

## Excuse Assignment

<i>Student Name</i>	<i>Secondary ID</i>	<i>History Assignment #2</i> Out of 30	<i>Midterm Assignment</i> Out of 25
 <b>Emily Boone</b> History 101	emily.boone.canvas	15	23
 <b>Max Johnson</b> History 101	max.johnson.canva	25	-
 <b>Joe Rogers</b> History 101	joe.rogers.canvas@	28	-
 <b>Nora Sanderson</b> History 101	nora.sanderson.ca	EX/30	-
 <b>Jane Smith</b> History 101	jane.smith.canvas@	30	-

In the Gradebook cell, type EX. Then press the Enter key.

## View Excused Assignment

Student Name	Secondary ID	History Assignment #2 Out of 30	Midterm Assignment Out of 25
 <b>Emily Boone</b> History 101	emily.boone.canvas@	15	23
 <b>Max Johnson</b> History 101	max.johnson.canva	25	-
 <b>Joe Rogers</b> History 101	joe.rogers.canvas@	28	-
 <b>Nora Sanderson</b> History 101	nora.sanderson.ca	EX	-
 <b>Jane Smith</b> History 101	jane.smith.canvas@	30	-

View that the assignment has been excused for the student.

6 people found this helpful

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**ATTACHMENTS**

**OUTCOMES**

Helpful(1)

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