A picture containing shape

Description automatically generatedIn the Virtual Campus you can exempt specific students from having to complete a topic/activity found in the Content area of the course.

*Exempting Students from a Content Topic*

Exempting a student from an activity in the content area means they are not required to complete it and their grade for the activity will automatically be dropped.

NOTE: The activity you exempt a student from must be associated with an item in your gradebook.

NOTE: Students will not receive a zero in the gradebook for an exempted item. Their grade for the item will be dropped and not included in their calculation for their final course grade.

1. **Click** on Content from the navigation bar.

A red arrow pointing to a content box

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1. **Open** the module containing the activity you want to exempt a student from.

A screenshot of a computer

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1. **Click** the Bulk Edit button for the module.

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1. For the content topic/activity you want to exempt a student from, **click** on its date of availability (Or Add dates and restrictions… if no date of availability is selected).

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1. **Click** on the Manage Exemptions button.

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Description automatically generated

1. **Select** the student(s) you want to exempt from the item/activity (**1**). Then **click** the Exempt button (**2**).

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1. When done **click** the X in the top right-corner to close the Manage Exemptions page.

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1. **Click** the Update button to save your changes.

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1. **Click** the Done Editing button.

A blue box with a red arrow pointing to the text

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You will now notice that the content topic displays the number of students given exemptions.

A red arrow pointing to a date and time

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In the gradebook for those students exempt from the content activity, you will see the word “Exempt” instead of a grade show up for them.

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NOTE: The grade will not be included in the calculation for the student’s final course grade.

**Un-exempting Students from a Content Topic**

Once you have exempted a student from a topic/activity in the Content area of the course, you have the ability to remove the exemption from them. This means they will now be required to complete the activity.

1. **Click** on Content from the navigation bar.

A close-up of a computer screen

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1. **Open** the module containing the activity you want to unexempt a student from.

A screenshot of a computer

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1. **Click** the Bulk Edit button for the module.

A screenshot of a computer

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1. For the content topic/activity you want to unexempt a student from, **click** on its date of availability (Or Add dates and restrictions… if no date of availability is selected).

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1. **Click** on the Manage Exemptions button.

A screenshot of a computer

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1. **Select** the student(s) you want to Unexempt from the item/activity (**1**). Then **click** the Unexempt button (**2**).

A screenshot of a computer

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1. When done **click** the X in the top right-corner to close the Manage Exemptions page.

A screenshot of a search box

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1. **Click** the Update button to save your changes.

A screenshot of a computer screen

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