Gradebook-Exclude Grades

This option is used when a grade is to be assigned for a Content Item but the grade is not to be included in the final course grade. This is an excellent feature for practice assignments where a grade is assigned, but is not to be included in the final course grade. The Points/Calculations setting must be selected in Gradebook Preferences in order to use this feature.

- Click Gradebook on the Tools Menu.
- Click Setup Gradebook and Rubrics
- The Gradebook Setup window will display.
- Click the Assign Points/Weights tab (see illustration below).
- Click the Exclude from Course Grade button (see illustration below).
- The Exclude from Course Grade window will display (see illustration below).
- Click the items in the list with point values that are not to be included in the final course grade.
- Click Exclude Selections from Course Grade to exclude this item from the Gradebook.
- The excluded items will display with the symbol as shown in the illustration at right.