

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).

Current Setup

[Add New Items](#)

[Select Gradable Items](#)

[Assign Points/Weights](#)

[Rubrics](#)

[Preferences](#)

- Click the **Exclude from Course Grade** button (see illustration below).

Distribute Weight %

Extra Credit


Exclude from Course Grade

- The **Exclude from Course Grade** window will display (see illustration below).

Exclude From Course Grade


To exclude items from course grade calculations, select the items, then click Exclude Selections from Course Grade.

Exclude Selections from Course Grade Cancel

<input type="checkbox"/>	Assignments : Week 2
<input type="checkbox"/>	Chapter 1-eC : Week 1
<input type="checkbox"/>	Discussion : Week 1
<input type="checkbox"/>	Discussion : Week 2
<input type="checkbox"/>	Discussion : Week 4
<input type="checkbox"/>	Exam 3 : Week 4
<input type="checkbox"/>	Journal : Week 1
<input type="checkbox"/>	Journal : Week 3
<input type="checkbox"/>	PowerPoint : Week 1 
<input type="checkbox"/>	PowerPoint : Week 2

- 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.

1



0 %

50 pts.