

## Gradebook—Excluding a Grade

### Excluding a Grade from the Gradebook

Sometimes unexpected circumstances cause a student to miss an exam or activity. As a result, the professor might want to exclude a grade from the gradebook.

Login to Moodle and navigate to the course.

Click on Grades .

In the Grader Report, turn editing on.

Turn editing on

MOODLE.3.10.TEST

Participants

Badges

Grades

Locate the student and the activity you would like to exclude.

Click on the sprocket.

On the *Edit Grade* page, place a check mark in the “Exclude” box.

Save changes.

#### Edit grade

User	Darth Vader
Item name	Chapter 01 Assignment
Final grade	<input type="text"/> <div> <input type="checkbox"/> Overridden                 </div> <div> <input type="checkbox"/> Excluded                 </div> <div> <input type="checkbox"/> Hidden                 </div>
Hidden until	<div> 30 November 2021 09:37                 </div> <div> <input type="checkbox"/> Enable                 </div>
Lock after	<div> 30 November 2021 09:37                 </div> <div> <input type="checkbox"/> Locked                 </div>
Feedback	<div> <input type="text"/> </div>

The grade is now excluded from the student’s course total.

	Darth Vader		none@nsula.edu	Excluded	<input type="text"/>	<input type="checkbox"/>
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