

## 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

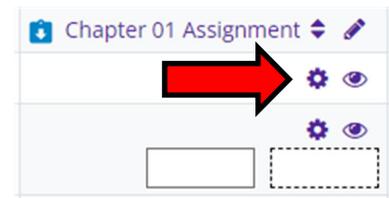
Participants

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"/> <input type="checkbox"/> Excluded <input type="checkbox"/> Hidden |
| Hidden until | 30 November 2021 09:37 <input type="checkbox"/> Enable <input type="checkbox"/> Locked |
| Lock after   | 30 November 2021 09:37 <input type="checkbox"/> Enable                                 |
| Feedback     | <input type="text"/>   |

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

