How to Exempt a Grade in Grade Center

1. Make sure **Edit Mode** is **ON**.
2. If **Control Panel** is not expanded, please click on the words **Control Panel** to expand it.
3. Click **Evaluation**.
4. Click **Grade Center**.
5. Scroll using the horizontal scroll bar to your grading column.
6. Click once inside the grade cell that corresponds with the student.
7. Click the drop down menu in the cell.
8. Click **Exempt Grade**.
9. Press **Enter**.
10. You will know you have been successful when a striped blue box appears in the cell once you have clicked out of it.