How to Un-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 drop down menu in the cell.
8. Click Clear Exemption.
10. You will know you have been successful when the striped blue box disappears in the cell once you have clicked out of it.