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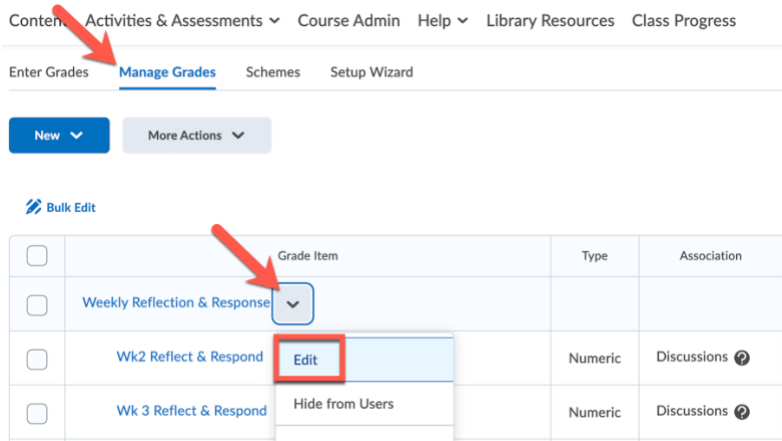
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Excluding a Grade Category or Item From the Final Grade Calculation

Excluding an item from the final grade calculation enables you to assess an activity with a grade, but without it affecting the Final Grade. The way you do this will differ, depending on whether you are using a Points or Weighted gradebook.

Excluding a Grade Item

1. On your navigation bar, click **Course Admin** -> then click **Grades**.
2. In the **Manage Grades** tab, click on the dropdown menu for the item and select Edit Grade Item

3. If you are using a **Points System:** In the Grading section, check the box to "Exclude from Final Grade"

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4. If you are using a **Weighted System:** In the **Grading** section, add a value of **0** in the **Weight** field.

Grading

Maximum Points *

25

Weight *

0

Click **Save** and **Close**.