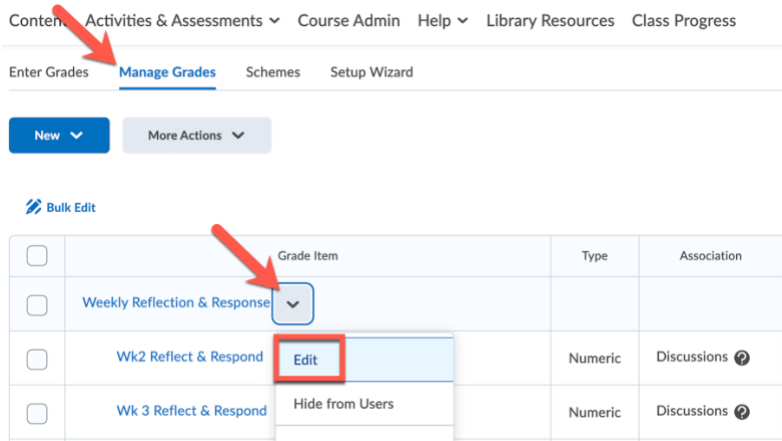


## Excluding a Grade Category or Item From the Final Grade Calculation

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



Content Activities & Assessments ▾ Course Admin Help ▾ Library Resources Class Progress

Enter Grades **Manage Grades** Schemes Setup Wizard

New ▾ More Actions ▾

 Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association
<input type="checkbox"/>	Weekly Reflection & Response ▾		
<input type="checkbox"/>	Wk2 Reflect & Respond <b>Edit</b>	Numeric	Discussions ?
<input type="checkbox"/>	Wk 3 Reflect & Respond Hide from Users	Numeric	Discussions ?

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

### Grading

Maximum Points \*

?

Can Exceed

?

Bonus

?

**Exclude from Final Grade Calculation**

?



VANDERBILT®

# Vanderbilt University Center for Teaching



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

## Grading

Maximum Points \*

 ?

Weight \*

 ?

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