Excluding grade from grade book

When selecting the option to exclude empty grades, this may result in an average that's not accurate. In order to avoid an inaccurate average, an instructor needs to go to the gradebook and select the grade.

NOTE: the default settings for empty grades are set at a value of "0", this may be modified. In order to avoid an inaccurate grade, one may go into their gradebook in the "view" mode and select "Grader Report".

1. Locate the assignment that you do not wish to factor into the grade at the time and select the pencil icon (circled in blue)
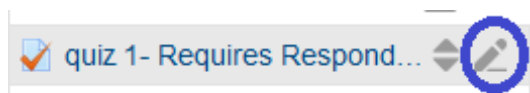
2. Exclude that particular grade so that the student does not have a zero value on an assignment that's not due yet by selecting "Exclude All".

3. Select "Save".

4. The instructor should now see this screen

5. Select "Continue"

6. This assignment will not be factored into the average.

Surname ▲ First name	Email address	✓ quiz 1- Requires Respond...	✓ lessononeswia	📝 quiz	📄 Introduction	🐾 Attendance	📄 odd	Ⴟ Course total
		Excluded -Q	Excluded -Q	Excluded -	Excluded -	500.00	Excluded	100.00
		Excluded -Q	Excluded -Q	Excluded -	Excluded -	500.00	Excluded	100.00
		Excluded -Q	Excluded -Q	Excluded -	Excluded -	500.00	Excluded	100.00
Overall average		-	-	-	-	500.00	-	100.00