

# Excuse a student from an assignment in Moodle

Last Modified on 11/15/2018 3:37 pm EST

1. Go to desired course
2. Enter the Gradebook
3. Select the student of your choice
4. Select the Single View option (pencil icon)
5. You should now be able to view this student only. From here you may now select the assignment(s) that you wish to excuse student from.

| Surname ▲ | First name |   | Email address |
|-----------|------------|---|---------------|
|           |            |   |               |
|           |            |  |               |

6. Select the assignment(s) that you wish to excuse this student from.

**Exclude**  
**All /**  
**None**

7. Select "Save" at the bottom right of screen.

8. Selected assignment(s) will not be calculated in student's average

