EXCUSE AN ASSIGNMENT FOR A STUDENT IN CANVAS

As needed, you can use the *Gradebook* to excuse a student from an assignment, discussion, or quiz. You can also excuse a student from a group assignment. Excused assignments are not calculated as part of a student's total grade.

When an assignment is excused, the assignment page and the student grade page will show the student that s/he has been excused from the assignment. Students cannot submit excused assignments.

**INSTRUCTIONS:**
In the Gradebook cell, type *EX > Enter* key.