

How to Exempt in APEX

1. Login to APEX

2. Now under Enrollments you will see a gradebook. Click where you see the book with the (A)

Enrollments

1 Enrollment - Active FILTER

Courses

Course Name ↑	Classroom Name	Quality of Work	Grade to Date	Overdue Activities	Progress	Total Session Time	Last Access	Grade Book
Algebra 1 for CR Sem 1	19-20 CR - Algebra Sem 1	93.3%	93.3%		<div style="width: 100%;"></div>	4 hr 47 ...	01/28/20	

3. Now, click where it says summary and choose the Unit in which the assignment(s) must be exempted:

Classroom: 19-20 CR - Algebra Sem 1 (V8774815)

[Activity Scores Report](#)

Course: Algebra 1 for CR Sem 1 - S5501341 [Course Settings](#)

Summary REFRESH

Summary	Unit 1 130	Unit 2 130	Unit 3 130	Unit 4 150	Unit 5 130	Unit 6 110	Unit 7 130	Unit 8 200	Overdue Activities	Days Since Access	On Schedule Percent	Quality of Work
Students												
hw	43.11%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0	0	100.0%	93.3%

4. Now look for the following where you wish to exempt for specific students and not all (will show how to exempt all at once later)

Unit 3 REFRESH

Hide Completed Students

	Unit 3 80	3.1.4 Practice 5	3.1.5 Quiz 10	3.2.4 Practice 5	3.2.5 Quiz 10	3.3.4 Practice 5	3.3.5 Quiz 10	3.4.4 Practice 5	3.4.5 Quiz 10	3.5.2 Test (CST) 20
	10.0%		8 							
	12.5%		10 							

How to Exempt in APEX

- In this spots, please type in (EX) for exempt. Type directly in the box or click the dash to enter. Once done the refresh blue button will switch to Save. Click and hit save.

Unit 3 ▾

Hide Completed Students

	Unit 3 80	3.1.4 Practice 5	3.1.5 Quiz 10	3.2.4 Practice 5	3.2.5 Quiz 10	3.3.4 Practice 5	3.3.5 Quiz 10	3.4.4 Practice 5	3.4.5 Quiz 10	3.5.2 Test (CST) 20
	10.0%		8	EX	EX					
	12.5%		10							

SAVE

- The courses are adaptive, and any changes will go into account for the gradebook and also any final exam will remove these topics.

How to Exempt an assignment for an entire course.

- Same steps as above through step #3. But if you would rather exempt an entire assignment for the entire class, please click in the Header of each unit and click the (-) and then save. This will exempt that assignment and you could exempt all assignments individually for that unit if needed.

Unit 3 ▾

Hide Completed Students

	Unit 3 80	3.1.4 Practice 5	3.1.5 Quiz 10	3.2.4 Practice 5	3.2.5 Quiz 10	3.3.4 Practice 5	3.3.5 Quiz 10	3.4.4 Practice 5	3.4.5 Quiz 10	3.5.2 Test (CST) 20
	10.0%		8							
	12.5%		10							

REFRESH

- Once done you will see the assignments change to an orange color and hit save to the right.

Unit 3 ▾

Hide Completed Students

	Unit 3 80	3.1.4 Practice 5	3.1.5 Quiz 10	3.2.4 Practice 5	3.2.5 Quiz Excluded	3.3.4 Practice Excluded	3.3.5 Quiz Excluded	3.4.4 Practice 5	3.4.5 Quiz 10	3.5.2 Test (CST) 20
	10.0%		8							
	12.5%		10							

SAVE

- Remember. The courses are adaptive, so they will adjust the percent totals in the class and remove any of those items from any final test(s).

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Unit 3 ▾

Hide Completed Students

	Unit 3 80	3.1.4 Practice 5	3.1.5 Quiz 10	3.2.4 Practice 5	3.2.5 Quiz Excluded	3.3.4 Practice Excluded	3.3.5 Quiz Excluded	3.4.4 Practice 5	3.4.5 Quiz 10	3.5.2 Test (CST) 20
	10.0%	<input type="checkbox"/>	8 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12.5%	<input type="checkbox"/>	10 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAVE