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)

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

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)

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5. 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.

6. 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.

1) 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.

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

3) 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 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