Drop a Grade for a Single Student

To Drop One Grade for One Particular Student:

1. Enter the Grade Center for the appropriate Blackboard course.
2. Click the cell for the student's grade (or hover your mouse over the cell); a single down-arrow will appear at the right end of the cell.
3. Click the gray circle with a down arrow to see a drop-down menu.
4. Click Exempt Grade; a light blue box will appear in the cell to indicate that the grade was exempted, and the grade will disappear.

NOTE: To bring the grade back, click the grade cell, then click the gray circle with a down arrow and select Clear Exemption from the menu.